

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-761-40-11

TASK ORDER #: OSP-03-005R1

DATE: 10-18-04

Program/Project/Office: CDM Support for DART Project

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the DART project.

**Project Lead Responsibilities:**

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

**Configuration and Data Management Activities:**

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
2. Provide the Secretariat for the DART PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Draft and maintain PCB charter memos and effectivity sheets.
  - b. Receive change packages, check for completeness, and assign PCN number.
  - c. Coordinate with project for assignment of CPE and evaluators and review the PCB Presentation format.
  - d. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for PCB.
  - e. Prepare and distribute PCB agendas, minutes and PCB presentations.
  - f. Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures.
  - g. Status and account PCB Change Packages and Directives to completion.
  - h. Provide PCB Change Evaluations to higher-level board as applicable.
  - i. Aid project to submit proposed changes to higher level boards as applicable.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
  - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Serve as Master List custodian in accordance with MPG 7120.3
4. Support and facilitate Acceptance Reviews and Project Closeouts.
- a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
  - d. Perform all required data archival activities in accordance with MPG 1440.2.
5. Provide administrative support for presentations and reproduction as time allows.
6. Develop Records Management planning, set up and maintain CDM records.
7. Check for export control markings on all applicable documentation per MWI 7120.4.

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The purpose of this revision is to remove the original travel estimate and add revised travel to support the launch in October. Another 24 senior engineer hours were added in October to allow for potential overtime during travel in support of the launch activity.

**SCHEDULE AND/OR MILESTONES:**

09/2004 - Support MSFC Pre-Flight Readiness Review  
09/2004 - Support KSC Flight Readiness Review

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 12/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-761-40-11

TASK ORDER #: OSP-03-005R2

DATE: 11-23-04

Program/Project/Office: CDM Support for DART Project

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the DART project.

**Project Lead Responsibilities:**

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

**Configuration and Data Management Activities:**

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
2. Provide the Secretariat for the DART PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Draft and maintain PCB charter memos and effectivity sheets.
  - b. Receive change packages, check for completeness, and assign PCN number.
  - c. Coordinate with project for assignment of CPE and evaluators and review the PCB Presentation format.
  - d. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for PCB.
  - e. Prepare and distribute PCB agendas, minutes and PCB presentations.
  - f. Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures.
  - g. Status and account PCB Change Packages and Directives to completion.
  - h. Provide PCB Change Evaluations to higher-level board as applicable.
  - i. Aid project to submit proposed changes to higher level boards as applicable.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
  - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Serve as Master List custodian in accordance with MPG 7120.3
  4. Support and facilitate Acceptance Reviews and Project Closeouts.
    - a. Compile Data Packages (DP).
    - b. Review CDM-related sections of the DP.
    - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
    - d. Perform all required data archival activities in accordance with MPG 1440.2.
  5. Provide administrative support for presentations and reproduction as time allows.
  6. Develop Records Management planning, set up and maintain CDM records.
  7. Check for export control markings on all applicable documentation per MWI 7120.4.

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

purpose of this revision is to extend the Senior CDM Specialist and team lead through 8/31/05 per project manager's request.

**SCHEDULE AND/OR MILESTONES:**

09/2004 - Support MSFC Pre-Flight Readiness Review  
09/2004 - Support KSC Flight Readiness Review

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3      11-23-04	
Period of Performance: 9/1/04 - 8/31/05	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-430-04-000

TASK ORDER #: SD20-03-001

DATE: 8/18/04

Program/Project/Office: CDM Support for Solar-B

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Solar-B.

**Configuration and Data Management Activities:**

1. Define, implement, and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Draft and maintain CCB charter memos and effectivity sheets.
  - b. Receive change packages, check for completeness, and assign PCN number.
  - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
  - d. Distribute change packages and coordinate with CPE for evaluation and integration, and schedule for CCB.
  - e. Prepare and distribute CCB agendas, minutes and CCB presentations.
  - f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
  - g. Status and account CCB Change Packages and Directives to completion.
  - h. Provide CCB Change Evaluations to higher-level board as applicable.
  - i. Aid project to submit proposed changes to higher level boards as applicable.
  - j. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel spreadsheet).
  - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
3. Maintain an electronic Receipt and Release Desk (R/RD) for Program and Projects to generate/maintain CDM Logs, review document format/data distribution marking, release documents, maintain central library for reference documents and maintain the R/RD procedure.
4. Develop Records Management planning, set up and maintain CDM records.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

5. Serve as the Master List custodian in accordance with MPG 7120.3
6. Receive, file, and track Project data packages
7. Review CDM data deliverables.
8. Receive Solar-B PIRNs related to Solar-B ICDs, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation, and prepare consolidated change evaluation. Provide consolidated change evaluation to the Solar-B Secretariat(s).
9. Check for export control markings on all applicable documentation per MWI 7120.4.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Quality records will be maintained IAW MPG 1440.2 in the electronic form on the web site.

SCHEDULE AND/OR MILESTONES:

1. September, 2004 -Review CM Plan
2. September 2004 -Review DM Plan
3. March 2005 -Review CM Plan
4. March 2005 -Review DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

TASK ORDER # SD20-03-003

UPN: 62-848-40-70

DATE: 8/18/04

Program/Project/Office: CDM Support for GLAST Burst Monitor

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the GLAST Burst Monitor.

Configuration and Data Management Activities:

1. Maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Draft and maintain CCB charter memos and effectivity sheets.
  - b. Receive change packages, check for completeness, and assign PCN number.
  - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
  - d. Distribute change packages and coordinate with CPE for evaluation and integration, and schedule for CCB.
  - e. Prepare and distribute CCB agendas, minutes and CCB presentations.
  - f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
  - g. Status and account CCB Change Packages and Directives to completion.
  - h. Provide CCB Change Evaluations to higher-level board as applicable.
  - i. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel spreadsheet).
  - j. Aid project to submit proposed changes to higher level boards as applicable.
  - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
3. Maintain an electronic Receipt and Release Desk (R/RD) for Program and Projects to generate/maintain CDM Logs, review document format/data distribution marking, release documents, maintain central library for reference documents and maintain the R/RD procedure.
4. Develop and maintain Records Management planning, set up and maintain CDM records.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

5. Serve as the Master List custodian in accordance with MPG 7120.3.
6. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
7. Support administration of Requirements and Design Reviews per MWI 8060.3.
8. Receive, file, and track Project data packages.
9. Review CDM data deliverables.
10. Status and account deliverable data per the Program Data Procurement Document, Doc Matrix, and Data Requirements List (or equivalent).
11. Receive GLAST Burst Monitor PIRNs related to GLAST Burst Monitor ICDs, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation, and prepare consolidated change evaluation. Provide consolidated change evaluation to the GLAST Burst Monitor Secretariat(s).
12. Check for export control markings on all applicable documentation per MWI 7120.4.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

Special Instructions:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

All Project technical reviews contained in the milestones are subject to Project schedules.

Schedule and/or Milestones:

October 2004	Review CM Plan
October 2004	Review DM Plan
November 2004	Perform CDM Tasks for Observatory Critical Design Review
April 2005	Review CM Plan
April 2005	Review DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction.
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

TASK ORDER #: SD30-03-003

UPN: 62-210-10-50

DATE: 8/26/04

Program/Project/Office: CDM Support for GP-B Project

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Gravity Probe-B Project.

**Configuration Management Activities:**

1. Provide the Secretariat for the GP-B Level II CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Maintain PCB charter memos and effectivity sheets.
  - b. Receive change packages, check for completeness, and assign PCN number.
  - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
  - d. Distribute change packages and coordinate with CPE for evaluation and integration, and schedule for CCB
  - e. Prepare and distribute CCB agendas, minutes and CCB presentations.
  - f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
  - g. Status and account CCB Change Packages and Directives to completion.
  - h. Provide CCB Change Evaluations to higher-level board as applicable.
  - i. Aid project to submit proposed changes to higher level boards as applicable.
  - j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (CPTAS, Excel).
  - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3

**Data Management Activities:**

1. Provide Data Management support for project activities including contract close-out and data archival.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2

**MILESTONES:**

None

CWC:	PERFORMANCE STANDARDS: J-5, 1.1, 1.3, Cost Control, and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/2004 – 8/31/2005	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121 400-36-43

TASK ORDER #: SD40-03-001

UPN: 127-10-1A 101-S1-10

DATE: 8/27/04

Program/Project/Office: CDM Support for SD40 MSAD Projects

**1.0 MSRR-1 PROJECT (1 month support, September, 2004)**

**1.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the MSRR-1 project.

**Configuration and Data Management Activities:**

The contractor shall provide Configuration Management (CM) and Data Management (DM) related support to the MSRR-1 Project. Specific tasks include:

1. Support the MSRR-1 Secretariat with the maintenance of the Configuration Management Plan and review in-house and contractor plans and documentation for appropriate CM requirements inclusion.
2. Support the MSRR-1 Level III and Level IV CCR Secretariat as follows:
  - a. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
  - b. Maintain the master change file, Program Control Number (PCN) file.
  - c. Account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Support the compilation of Acceptance Data Packages (ADP).
4. Provide DM support to the Project Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
5. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
6. Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.
7. Provide training to Project personnel for DM processes.
8. Track and receive remaining deliverable data per the project DPD, IDRD, and DRL.

---

**TASK ORDER**  
**CDM SERVICES CONTRACT**

---

9. Serve as the Master List custodian in accordance with MPG 7120.3.
10. Create and maintain program/project library (reference data).
11. Attend MSRR-1 PDT and record minutes (i.e., issues, actions and announcements).
12. Track the remaining open RIDS from the IPL-CDR.

**1.2 MILESTONES:**

September 2004 - Review DM Plan

**2.0 QMI PROJECT (1 month support, September, 2004)**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the QMI.

**2.1 TASK DESCRIPTIONS:**

- a. Provide support and guidance to project personnel regarding matters regarding CDM closeout activities.
  - a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.

**2.3 MILESTONES:**

None

**3.0 MSG/G-LIMIT PROJECT**

**3.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the MSG/G-Limit.

**Configuration and Data Management Activities:**

1. Define, implement, and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.

---

**TASK ORDER**  
**CDM SERVICES CONTRACT**

---

2. Review and evaluate all CDM-related data deliverables.
  3. Provide training to Project Personnel for CDM processes.
  4. Provide support to project to define CDM requirements for contract SOWs, and CDM Data Requirements.
  5. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
  6. Provide the Secretariat for the CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
    - a. Draft and maintain CCB charter memos and effectivity sheets.
    - b. Receive change packages, check for completeness, and assign PCN number.
    - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
    - d. Distribute change packages and coordinate with CPE for evaluation and integration, and schedule for CCB
    - e. Prepare and distribute CCB agendas, minutes and CCB presentations.
    - f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
    - g. Status and account CCB Change Packages and Directives to completion.
    - h. Provide CCB Change Evaluations to higher-level board as applicable.
    - i. Aid project to submit proposed changes to higher level boards as applicable.
    - j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems.
    - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
    - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
  7. Provide CDM support to the FCA/PCA in accordance with MWI 8040.6.
  8. Perform CDM verification and audits per MWI 8040.7 or appropriate program documents.
  9. Maintain an electronic Receipt and Release Desk (R/RD) for Program and Projects to generate/maintain CDM Logs, review document format/data distribution marking, release documents, maintain central library for reference documents and maintain the R/RD procedures.
  10. Maintain Records Management planning, set up and maintain CDM records.
  11. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3.
-

---

**TASK ORDER**  
**CDM SERVICES CONTRACT**

---

12. Serve as the Master List custodian in accordance with MPG 7120.3
13. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
14. Support administration of Requirements and Design Reviews per MWI 8060.3.
15. Support and facilitate Acceptance Reviews and Project Closeouts:
  - a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
16. Receive, file, and track Project data packages.
17. Support the identification and definition of Program Data Requirements, overall program requirements (contractor and in-house supplied) via a Document Matrix.
18. Status and account deliverable data per the Program Data Procurement Document, Doc Matrix, and Data Requirements List (or equivalent).
19. Receive MSG/G-Limit PIRNs related to MSG/G-Limit ICDs, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation, and prepare consolidated change evaluation. Provide consolidated change evaluation to the MSG/G-Limit Secretariat(s).
20. Check for export control markings on all applicable documentation per MWI 7120.4.
21. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.
22. Provide programming and administration for the MSG/G-Limit Review Management System System.

**3.3 MILESTONES:**

January 2005 - Review CM Plan  
January 2005 - Review DM Plan  
July 2005 - Review CM Plan  
July 2005 - Review DM Plan

**TASK ORDER  
CDM SERVICES CONTRACT**

**4.0 OPCGA PROJECT (1 month support, September, 2004)**

**4.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the OPCGA.

**Configuration and Data Management Activities:**

1. Provide support and guidance to project personnel regarding matters regarding CDM closeout activities.
  - a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.

**5.0 CDM SUPPORT FOR LOCAD, Radiation, and ISRU**

**5.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the LOCAD, Radiation, and ISRU projects:

**Configuration and Data Management Activities:**

1. Define, implement, and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to project to define CDM requirements for contract SOWs, and CDM Data Requirements.
  - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - b. Draft and maintain CCB charter memos and effectivity sheets.
  - c. Receive change packages, check for completeness, and assign PCN number.
  - d. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
  - e. Distribute change packages and coordinate with CPE for evaluation and integration, and schedule for CCB
  - f. Prepare and distribute CCB agendas, minutes and CCB presentations.

---

**TASK ORDER**  
**CDM SERVICES CONTRACT**

---

- g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
  - h. Status and account CCB Change Packages and Directives to completion.
  - i. Provide CCB Change Evaluations to higher-level board as applicable.
  - j. Aid project to submit proposed changes to higher level boards as applicable.
  - k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems.
  - l. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - m. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
3. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3.
4. Serve as the Master List custodian in accordance with MPG 7120.3
5. Support administration of Requirements and Design Reviews per MWI 8060.3.
6. Support and facilitate Acceptance Reviews and Project Closeouts:
- a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
7. Receive, file, and track Project data packages.
8. Support the identification and definition of Program Data Requirements, overall program requirements (contractor and in-house supplied) via a Document Matrix.
9. Status and account deliverable data per the Program Data Procurement Document, Doc Matrix, and Data Requirements List (or equivalent).
10. Review CDM data deliverables.

**5.2 MILESTONES:**

None

**6.0 CDM SUPPORT FOR GEDS**

**6.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the GEDS Project CDM support.

---

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**Configuration and Data Management Activities:**

1. Prepare and maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
2. Prepare and maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
4. Support the GEDS Secretariat with the maintenance of the Configuration Management Plan and review in-house and contractor plans and documentation for appropriate CM requirements inclusion.
5. Support the GEDS CCB Secretariat as follows:
  - a. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
  - b. Maintain the master change file, Program Control Number (PCN) file.
  - c. Account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
6. Provide a Secretariat for GEDS CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
  - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track CCBD actions to completion
  - Provide CCB Change Evaluations to higher-level board as applicable
  - Aid project to submit proposed changes to higher level boards as applicable
7. Provide DM support to the Project Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
8. Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.

**6.2 SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

**3 SCHEDULE AND/OR MILESTONES:**

---

**TASK ORDER**  
**CDM SERVICES CONTRACT**

---

October 2004 - Review DM Plan  
November 2004 - Review CM Plan  
March 2005 - Review DM Plan  
April 2005 - Review CM Plan

## **7. CDM SUPPORT FOR ISFAR**

### **7.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the GEDS project:

#### **Configuration and Data Management Activities:**

1. Define, implement, and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to project to define CDM requirements for contract SOWs, and CDM Data Requirements.
  - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - b. Draft and maintain CCB charter memos and effectivity sheets.
  - c. Receive change packages, check for completeness, and assign PCN number.
  - d. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
  - e. Distribute change packages and coordinate with CPE for evaluation and integration, and schedule for CCB
  - f. Prepare and distribute CCB agendas, minutes and CCB presentations.
  - g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
  - h. Status and account CCB Change Packages and Directives to completion.
  - i. Provide CCB Change Evaluations to higher-level board as applicable.
  - j. Aid project to submit proposed changes to higher level boards as applicable.
  - k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems.
  - l. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - m. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3

---

**TASK ORDER**  
**CDM SERVICES CONTRACT**

---

3. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3.
4. Serve as the Master List custodian in accordance with MPG 7120.3
5. Support administration of Requirements and Design Reviews per MWI 8060.3.
6. Support and facilitate Acceptance Reviews and Project Closeouts:
  - d. Compile Data Packages (DP).
  - e. Review CDM-related sections of the DP.
  - f. Perform final CDM evaluation to ensure the readiness of accepting the end items.
7. Receive, file, and track Project data packages.
8. Support the identification and definition of Program Data Requirements, overall program requirements (contractor and in-house supplied) via a Document Matrix.
9. Status and account deliverable data per the Program Data Procurement Document, Doc Matrix, and Data Requirements List (or equivalent).
10. Review CDM data deliverables.

**7.2 MILESTONES:**

None

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**8.0 SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121 400-36-43

TASK ORDER #: SD40-03-001R1

UPN: 127-10-1A 101-51-10

DATE: 9-22-04

Program/Project/Office: CDM Support for SD40 MSAD Projects

**1.0 MSRR-1 PROJECT (1 month support, September, 2004)**

**1.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the MSRR-1 project.

**Configuration and Data Management Activities:**

The contractor shall provide Configuration Management (CM) and Data Management (DM) related support to the MSRR-1 Project. Specific tasks include:

1. Support the MSRR-1 Secretariat with the maintenance of the Configuration Management Plan and review in-house and contractor plans and documentation for appropriate CM requirements inclusion.
2. Support the MSRR-1 Level III and Level IV CCB Secretariat as follows:
  - a. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
  - b. Maintain the master change file, Program Control Number (PCN) file.
  - c. Account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Support the compilation of Acceptance Data Packages (ADP).
4. Provide DM support to the Project Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
5. ~~Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.~~
6. Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.
7. Provide training to Project personnel for DM processes.
8. Track and receive remaining deliverable data per the project DPD, IDRD, and DRL.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

9. Serve as the Master List custodian in accordance with MPG 7120.3.
10. Create and maintain program/project library (reference data).
11. Attend MSRR-1 PDT and record minutes (i.e., issues, actions and announcements).
12. Track the remaining open RIDS from the IPL-CDR.

**1.2 MILESTONES:**

September 2004 - Review DM Plan

**2.0 QMI PROJECT (1 month support, September, 2004)**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the QMI.

**TASK DESCRIPTIONS:**

1. Provide support and guidance to project personnel regarding matters regarding CDM closeout activities.
  - a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.

**2.3 MILESTONES:**

None

**3.0 MSG/G-LIMIT PROJECT**

**3.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the MSG/G-Limit.

**Configuration and Data Management Activities:**

1. Define, implement, and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

2. Review and evaluate all CDM-related data deliverables.
3. Provide training to Project Personnel for CDM processes.
4. Provide support to project to define CDM requirements for contract SOWs, and CDM Data Requirements.
5. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
6. Provide the Secretariat for the CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Draft and maintain CCB charter memos and effectivity sheets.
  - b. Receive change packages, check for completeness, and assign PCN number.
  - c. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
  - d. Distribute change packages and coordinate with CPE for evaluation and integration, and schedule for CCB
  - e. Prepare and distribute CCB agendas, minutes and CCB presentations.
  - f. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
  - g. Status and account CCB Change Packages and Directives to completion.
  - h. Provide CCB Change Evaluations to higher-level board as applicable.
  - i. Aid project to submit proposed changes to higher level boards as applicable.
  - j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems.
  - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
7. Provide CDM support to the FCA/PCA in accordance with MWI 8040.6.
8. Perform CDM verification and audits per MWI 8040.7 or appropriate program documents.
9. Maintain an electronic Receipt and Release Desk (R/RD) for Program and Projects to generate/maintain CDM Logs, review document format/data distribution marking, release documents, maintain central library for reference documents and maintain the R/RD procedures.
10. Maintain Records Management planning, set up and maintain CDM records.
11. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

12. Serve as the Master List custodian in accordance with MPG 7120.3
13. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
14. Support administration of Requirements and Design Reviews per MWI 8060.3.
15. Support and facilitate Acceptance Reviews and Project Closeouts:
  - a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
16. Receive, file, and track Project data packages.
17. Support the identification and definition of Program Data Requirements, overall program requirements (contractor and in-house supplied) via a Document Matrix.
18. Status and account deliverable data per the Program Data Procurement Document, Doc Matrix, and Data Requirements List (or equivalent).
19. Receive MSG/G-Limit PIRNs related to MSG/G-Limit ICDs, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation, and prepare consolidated change evaluation. Provide consolidated change evaluation to the MSG/G-Limit Secretariat(s).
20. Check for export control markings on all applicable documentation per MWI 7120.4.
21. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.
22. Provide programming and administration for the MSG/G-Limit Review Management System System.

**3.3 MILESTONES:**

January 2005 - Review CM Plan  
January 2005 - Review DM Plan  
July 2005 - Review CM Plan  
July 2005 - Review DM Plan

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**4.0 OPCGA PROJECT (2 month support, October , 2004)**

**4.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the OPCGA.

**Configuration and Data Management Activities:**

1. Provide support and guidance to project personnel regarding matters regarding CDM closeout activities.
  - a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.

**5.0 CDM SUPPORT FOR LOCAD, Radiation, and ISRU**

**5.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the LOCAD, Radiation, and ISRU projects:

**Configuration and Data Management Activities:**

1. Define, implement, and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to project to define CDM requirements for contract SOWs, and CDM Data Requirements.
  - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - b. Draft and maintain CCB charter memos and effectivity sheets.
  - c. Receive change packages, check for completeness, and assign PCN number.
  - d. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
  - e. Distribute change packages and coordinate with CPE for evaluation and integration, and schedule for CCB
  - f. Prepare and distribute CCB agendas, minutes and CCB presentations.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
  - h. Status and account CCB Change Packages and Directives to completion.
  - i. Provide CCB Change Evaluations to higher-level board as applicable.
  - j. Aid project to submit proposed changes to higher level boards as applicable.
  - k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems.
  - l. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - m. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
3. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3.
4. Serve as the Master List custodian in accordance with MPG 7120.3
5. Support administration of Requirements and Design Reviews per MWI 8060.3.
6. Support and facilitate Acceptance Reviews and Project Closeouts:
- a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
7. Receive, file, and track Project data packages.
8. Support the identification and definition of Program Data Requirements, overall program requirements (contractor and in-house supplied) via a Document Matrix.
9. Status and account deliverable data per the Program Data Procurement Document, Doc Matrix, and Data Requirements List (or equivalent).
10. Review CDM data deliverables.

**5.2 MILESTONES:**

None

**6.0 CDM SUPPORT FOR GEDS**

**6.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the GEDS Project CDM support.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**Configuration and Data Management Activities:**

1. Prepare and maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
2. Prepare and maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
4. Support the GEDS Secretariat with the maintenance of the Configuration Management Plan and review in-house and contractor plans and documentation for appropriate CM requirements inclusion.
5. Support the GEDS CCB Secretariat as follows:
  - a. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
  - b. Maintain the master change file, Program Control Number (PCN) file.
  - c. Account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
6. Provide a Secretariat for GEDS CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
  - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track CCBD actions to completion
  - Provide CCB Change Evaluations to higher-level board as applicable
  - Aid project to submit proposed changes to higher level boards as applicable
7. Provide DM support to the Project Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
8. Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.

**6.2 SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to completion of funds.

**6.3 SCHEDULE AND/OR MILESTONES:**

**TASK ORDER**  
**CDM SERVICES CONTRACT**

October 2004 - Review DM Plan  
November 2004 - Review CM Plan  
March 2005 - Review DM Plan  
April 2005 - Review CM Plan

**7. CDM SUPPORT FOR ISFAR**

**7.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the GEDS project:

**Configuration and Data Management Activities:**

1. Define, implement, and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to project to define CDM requirements for contract SOWs, and CDM Data Requirements.
  - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - b. Draft and maintain CCB charter memos and effectivity sheets.
  - c. Receive change packages, check for completeness, and assign PCN number.
  - d. Coordinate with project for assignment of CPE and evaluators and review the CCB Presentation format.
  - e. Distribute change packages and coordinate with CPE for evaluation and integration, and schedule for CCB
  - f. Prepare and distribute CCB agendas, minutes and CCB presentations.
  - g. Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
  - ~~h. Status and account CCB Change Packages and Directives to completion.~~
  - i. Provide CCB Change Evaluations to higher-level board as applicable.
  - j. Aid project to submit proposed changes to higher level boards as applicable.
  - k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems.
  - l. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - m. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3

**TASK ORDER**  
**CDM SERVICES CONTRACT**

3. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3.
4. Serve as the Master List custodian in accordance with MPG 7120.3
5. Support administration of Requirements and Design Reviews per MWI 8060.3.
6. Support and facilitate Acceptance Reviews and Project Closeouts:
  - d. Compile Data Packages (DP).
  - e. Review CDM-related sections of the DP.
  - f. Perform final CDM evaluation to ensure the readiness of accepting the end items.
7. Receive, file, and track Project data packages.
8. Support the identification and definition of Program Data Requirements, overall program requirements (contractor and in-house supplied) via a Document Matrix.
9. Status and account deliverable data per the Program Data Procurement Document, Doc Matrix, and Data Requirements List (or equivalent).
10. Review CDM data deliverables.

**7.2 MILESTONES:**

None

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**8.0 SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2.

The purpose of this revision is to add 149 Senior CDM Specialist hours to support the OPCGA Project through October 2004.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05 22 days	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-982-10-10

TASK ORDER #: TD06-03-001.

DATE: 8-18-04

Program/Project/Office: DM Support for JIMO Project

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide DM support to the JIMO project.

**Data Management Activities:**

1. Define, implement and maintain a project DM system that meets NASA, MSFC, and project unique DM programmatic and integration requirements.
  - a. Review and evaluate all DM-related data deliverables.
  - b. Provide training to Project Personnel for DM processes.
  - c. Provide support to project to define DM requirements for contract SOWs, and DM data Requirements.
  - d. Review the DM Plan per MWI 7120.5. Plan will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the JIMO Project Review Board (PRB). Secretariat responsibilities include:
  - a. Reserve project, PRB, and effectivity codes with the MSFC Release Desk.
  - b. Draft and maintain PRB charter memos and effectivity sheets.
  - c. Receive change packages, check for completeness, and assign tracking number.
  - d. Coordinate with project for assignment of CPE and evaluators and review the PRB Presentation format.
  - e. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for PRB.
  - f. Prepare and distribute PRB agendas, minutes and PRB presentations.
  - g. Prepare PRB Actions or PRB Evaluations and obtain PRB member signatures.
  - h. Status and account PRB Packages and Actions to completion.
  - i. Provide PRB Evaluations to higher-level board as applicable.
  - j. Aid project to submit proposed PRB changes/items to higher level boards as applicable.
  - k. Maintain the master tracking number file in electronic format.
3. Serve as Master List custodian in accordance with MPG 7120.3
4. Provide administrative support for presentations and reproduction as time allows.
5. Develop Records Management planning, set up and maintain DM records within the Space Transportation Information Network (STIN) DM tool.
6. Check for export control markings on all applicable documentation per MWI 7120.4.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The project manager reserves the right to re-evaluate the task order content after 1 month to determine if it meets the current requirements.

**SCHEDULE AND/OR MILESTONES:**

12/2004 - Draft DM Plan  
12/2004 - Draft PRB Charter  
06/2005 - Review DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 744-2641

TASK ORDER #: TD07-03-001

DATE: 9-8-04

Program/Project/Office: CDM Support for Auxiliary Propulsion Project

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Auxiliary Propulsion (AP) Project.

**Configuration and Data Management Activities:**

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
  - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
  - b. Draft and maintain PCB charter memos and effectivity sheets.
  - c. Receive change packages, check for completeness, and assign PCN number.
  - d. Coordinate with project for assignment of CPE and evaluators and review the PCB Presentation format.
  - e. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for PCB.
  - f. Prepare and distribute PCB agendas, minutes and PCB presentations.
  - g. Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures.
  - h. Status and account PCB Change Packages and Directives to completion.
  - i. Provide PCB Change Evaluations to higher-level board as applicable.
  - j. Aid project to submit proposed changes to higher level boards as applicable.
  - k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
  - l. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - m. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Serve as Master List custodian in accordance with MPG 7120.3
4. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
5. Support and facilitate Acceptance Reviews and Project Closeouts.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
- 6. Support administration of Requirements and Design Reviews per MWI 8060.3.
  - 7. Develop Records Management planning, set up and maintain CDM records.
  - 8. Check for export control markings on all applicable documentation per MWI 7120.4.

SPECIAL INSTRUCTIONS:

The Project Manager reserves the right to re-evaluate the task order content after 4 months to determine if it meets the current requirements.

SCHEDULE AND/OR MILESTONES:

06/2005 – Review DM Plan

Period of Performance: 9/1/04 – 8/31/05

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-761-40-18

TASK ORDER #: TD07-03-002

DATE: 8-23-04

Program/Project/Office: CDM Support for the Technology Flight Demonstrations (TFD)

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Technology Flight Demonstrations Project. ColSA will perform the following tasks, as required:

**Project Lead Responsibilities:**

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Provide data management support as the Project researches, develops, and adopts business operations in support of MSFC contractual and sub-contractual production, or integration, or other well defined support roles.
8. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

**Configuration and Data Management Activities:**

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
  - d. Review the CDM Plan per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide Secretariat support in the event of a PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
  - b. Draft and maintain PCB charter memos and effectivity sheets.
  - c. Receive change packages, check for completeness, and assign PCN number.
  - d. Coordinate with project for assignment of CPE and evaluators and review the PCB

**TASK ORDER**  
**CDM SERVICES CONTRACT**

Presentation format.

- e. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for PCB.
  - f. Prepare and distribute PCB agendas, minutes and PCB presentations.
  - g. Prepare PCB Directives or PCB Change Evaluations and record PCB membership approvals (signatures, roll-calls, etc.).
  - h. Status and account PCB Change Packages and Directives to completion.
  - i. Provide PCB Change Evaluations to higher-level board as applicable.
  - j. Aid project to submit proposed changes to higher level boards as applicable.
  - k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
  - l. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - m. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
- 3. Provide CDM Support to the FCA/PCA in accordance with MWI 8040.6.
  - 4. Perform CDM verification and audits per MWI 8040.7 or appropriate program documents.
  - 5. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3
  - 6. Serve as Master List custodian in accordance with MPG 7120.3
  - 7. Facilitate Technical and Design Reviews: provide data packages, status and account for Review Item Discrepancies (RID), provide board administration and verification activities for review items.
  - 8. Support and facilitate Acceptance Reviews and Project Closeouts.
    - a. Compile Data Packages (DP).
    - b. Review CDM-related sections of the DP.
    - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
    - d. Perform all required data archival activities in accordance with MPG 1440.2.
  - 9. Support administration of Requirements and Design Reviews per MWI 8060.3.
  - 10. Provide administrative support for presentations and reproduction as time allows.
  - 11. Develop Records Management planning, set up and maintain CDM records.
  - 12. Check for export control markings on all applicable documentation per MWI 7120.4.

COLSA will perform the following unique tasks for Technology Flight Demonstrations:

- 1. Administer the project/subproject activity as the Technical Interchange Meeting (TIM) secretariat by documenting issues, agreements and actions items and perform action item tracking utilizing STIN or other designated database systems e.g., VRC/OPMS.
- 2. The contractor shall perform the following unique Data Management (DM) tasks:
  - a. Provide support for Project Integration, especially integration of Program and Center processes and documentation requirements and coordination and preparation for Center Program Management Council (PMC).
  - b. Facilitate project documentation as necessary, including project specific and common project documentation.
  - c. Interface with emerging projects, established projects, and non-NASA partners as required.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

Represent the TFD Project as well as the Orbital Express Systems Office/Activity in the integration of inputs for the Center's Implementation Plan based on the Activity's designated milestones.

- d. Maintain a records database (STIN/VRC/OPMS) supporting the integration of information across Projects and Tasks. Provide reports as necessary through the TFD Project Office to TD and ED management.
- e. Generate and maintain action item logs and coordinate responses for TFD and OES Project Offices/Activities.
- f. Facilitate the collection of Metrics Reporting and integrating monthly responses in support of the various activities that TFD may manage.
- g. Interface with the various MSFC Directorates Integration Offices as required.

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds. *Contractor shall not exceed \$23,666.00.*

**SCHEDULE AND/OR MILESTONES:**

02/2004 - Support OE AVGS Hardware CDR  
03/2005 - Deliver Draft DM Plan  
03/2005 - Support OE AVGS Software V&V and TRR  
04/2005 - Deliver Draft CM Plan  
08/2005 - Review DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

**TASK ORDER  
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-794-30-11

TASK ORDER #: TD07-03-003

DATE: 8/23/04

Program/Project/Office: CDM Support for Exploration Task Team (ETT) Project Constellation

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the ETT Project Constellation.

**Configuration and Data Management Activities:**

1. Define, implement and maintain a project CDM system that meets NASA and activity unique CDM programmatic and integration requirements.
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to Project Constellation to define CDM requirements for contract SOWs, and CDM data Requirements.
  - d. Review the CDM Plan per NASA and National Standards. Plan will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Support administration of Requirements Reviews per NASA Guidelines.
3. Provide administrative support for presentations and reproduction as time allows.
4. Develop Records Management planning, set up and maintain CDM records.
5. The contractor shall perform the following unique Data Management (DM) tasks in support of ETT Project Constellation Activities:
  - a. Facilitate the review and disposition of project/activity documentation as necessary, including project specific and common project documentation.
  - b. Maintain a database of project documentation including the integration of information across Projects and Tasks. Provide reports as necessary to Project management.
  - c. Interface with Integration Contractor as required.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The Project Manager reserves the right to re-evaluate the task order content after 4 months to determine if it meets the current requirements.

**SCHEDULE AND/OR MILESTONES:**

Milestones are TBD. In the near future, milestones shall be documented and targeted dates shall be set.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

**TASK ORDER  
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-794-30-11

TASK ORDER #: TD07-03-004

DATE: 8/23/04

Program/Project/Office: CDM Support for Project Constellation Product Development

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to Project Constellation Product Development.

**Configuration and Data Management Activities:**

1. Define and document a CDM system-of-systems that meets NASA, MSFC, and activity unique CDM programmatic and integration requirements.
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Personnel for CDM processes.
  - c. Provide support to NASA HQ to define CDM requirements for contract SOWs, and CDM data Requirements.
  - d. Review the Products per NASA and National Standards. Products will be reviewed and updated as required.
2. Define a management and consulting system for the Constellation Configuration Management Office that approaches the effort from a Project management concept (reporting, risks, status and accounting, capabilities assessment, scheduling, etc).
3. Provide consulting capabilities that provide DOD and NASA capabilities assessment and analysis for CDM including Lessons Learned, best practices, CMMI, and other applicable disciplines.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The Project Manager reserves the right to re-evaluate the task order content after 4 months to determine if it meets the current requirements.

**SCHEDULE AND/OR MILESTONES:**

09/27/2004 – Deliver Final Constellation CDM Plan

09/2004 – Deliver Final Constellation DRL(TBD Milestone)

09/20/2004 – Deliver Proposed CDM Implementation Plan

10/26/2004 – Deliver Constellation IRB Charter Letter

Every 3 months after plans are approved– Review and provide a recommended update to Constellation CDM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
1.3	
Period of Performance: 9/1/04 – 8/31/05	

**TASK ORDER  
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-794-30-04

TASK ORDER #: TD07-03-005

DATE: 8/26/04

Program/Project/Office: CDM Support for Propulsion Technology Office

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Propulsion Technology Office.

**Configuration and Data Management Activities:**

1. Define and manage the CDM processes for the selected Propulsion Technology Office automated tool:
  - a. Maintain CDM processes utilizing automated tool procedure.
  - b. Assist training and instruction to all Project personnel for automated CDM processes.
  - c. Assist in electronic data transfer and archiving.

**TASK ORDER  
CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The Project Manager reserves the right to re-evaluate the task order content after 4 months to determine if it meets the current requirements.

**SCHEDULE AND/OR MILESTONES:**

NONE

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 2/28/05	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-79420-71

TASK ORDER #: TD07-03-006

DATE: 9-8-04

Program/Project/Office: CDM Support for Propulsion Technology and Integration Project

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Propulsion Technology & Integration Project (PTIP).

**Configuration and Data Management Activities:**

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
  - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
  - b. Draft and maintain PCB charter memos and effectivity sheets.
  - c. Receive change packages, check for completeness, and assign PCN number.
  - d. Coordinate with project for assignment of CPE and evaluators and review the PCB Presentation format.
  - e. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for PCB.
  - f. Prepare and distribute PCB agendas, minutes and PCB presentations.
  - g. Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures.
  - h. Status and account PCB Change Packages and Directives to completion.
  - i. Provide PCB Change Evaluations to higher-level board as applicable.
  - j. Aid project to submit proposed changes to higher level boards as applicable.
  - k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
  - l. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - m. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Serve as Master List custodian in accordance with MPG 7120.3
4. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
5. Support and facilitate Acceptance Reviews and Project Closeouts.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
6. Develop Records Management planning, set up and maintain CDM records.
7. Check for export control markings on all applicable documentation per MWI 7120.4.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

**SCHEDULE AND/OR MILESTONES:**

09/2004 – Review, identify changes, and deliver revised PCB charter letter

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 12/31/04	

9-8-04  
aw

**TASK ORDER  
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-794-20-71

TASK ORDER #: TD07-03-006R1

DATE: 3-10-05

Program/Project/Office: CDM Support for Propulsion Technology and Integration Project

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Propulsion Technology & Integration Project (PTIP).

**Configuration and Data Management Activities:**

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
  - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
  - b. Draft and maintain PCB charter memos and effectivity sheets.
  - c. Receive change packages, check for completeness, and assign PCN number.
  - d. Coordinate with project for assignment of CPE and evaluators and review the PCB Presentation format.
  - e. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for PCB.
  - f. Prepare and distribute PCB agendas, minutes and PCB presentations.
  - g. Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures.
  - h. Status and account PCB Change Packages and Directives to completion.
  - i. Provide PCB Change Evaluations to higher-level board as applicable.
  - j. Aid project to submit proposed changes to higher level boards as applicable.
  - k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
  - l. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - m. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Serve as Master List custodian in accordance with MPG 7120.3
4. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
5. Support and facilitate Acceptance Reviews and Project Closeouts.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
6. Develop Records Management planning, set up and maintain CDM records.
7. Check for export control markings on all applicable documentation per MWI 7120.4.

**TASK ORDER  
CDM SERVICES CONTRACT****SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The revision was requested by the Project Manager to extend the task order through the end of the contract year.

COLSA agrees to not exceed \$58K as the actual cost of this task order without prior approval from the PTIP project manager.

**SCHEDULE AND/OR MILESTONES:**

09/2004 – Review, identify changes, and deliver revised PCB charter letter

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-794-20-31

TASK ORDER #: TD07-03-007

DATE: 9-8-04

Program/Project/Office: CDM Support for Integrated Powerhead Demonstrator Project

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Integrated Powerhead Demonstrator (IPD) Project.

**Configuration and Data Management Activities:**

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
  - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
  - b. Draft and maintain PCB charter memos and effectivity sheets.
  - c. Receive change packages, check for completeness, and assign PCN number.
  - d. Coordinate with project for assignment of CPE and evaluators and review the PCB Presentation format.
  - e. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for PCB.
  - f. Prepare and distribute PCB agendas, minutes and PCB presentations.
  - g. Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures.
  - h. Status and account PCB Change Packages and Directives to completion.
  - i. Provide PCB Change Evaluations to higher-level board as applicable.
  - j. Aid project to submit proposed changes to higher level boards as applicable.
  - k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
  - l. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - m. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Serve as Master List custodian in accordance with MPG 7120.3
4. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items. Support and facilitate Acceptance Reviews and Project Closeouts.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The Project Manager reserves the right to re-evaluate the task order content after 4 months to determine if it meets the current requirements.

**SCHEDULE AND/OR MILESTONES:**

01/2005 – Review, identify changes, and deliver revised PCB charter letter  
02/2005 – Review DM & CM sections  
08/2005 – Review DM & CM sections

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

9-8-04

ac

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- a. Compile Data Packages (DP).
- b. Review CDM-related sections of the DP.
- c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
6. Develop Records Management planning, set up and maintain CDM records.
7. Check for export control markings on all applicable documentation per MWI 7120.4.

**TASK ORDER  
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-794-30-05

TASK ORDER #: TD07-03-008

DATE: 9-14-04

Program/Project/Office: CDM Support for Propulsion Technology Office, archival of NGLT Program data

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Propulsion Technology Office.

**Configuration and Data Management Activities:**

1. Define and manage the CDM processes for the archival of NGLT Program data:
  - a. Utilize STIN to archive all Program data loaded on STIN.
  - b. Archive all hardcopy data using processes already established for previous NGLT archival activities.
  - c. Status all archival activities for Propulsion Technology Office.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-721-26-1R

TASK ORDER #: TD07-03-009

DATE: 9-22-04

Program/Project/Office: DM Support for the New Millennium Activity of the Technology Flight Demonstrations (TFD) Project

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide DM support to the New Millennium Activity of the TFD Project. COLSA will perform the following tasks, as required:

**Data Management Activities:**

Provide Data Management services to the Technology Flight Demonstrations (TFD) New Millennium emerging project and extramural Broad Area Announcements (BAA) proposal development by:

- a. Supporting proposal developers to arrange meetings; develop meeting minutes, actions and tracking; and maintain contact roster of direct and supporting participants.
- b. Providing receipt and control of proposal documents.
- c. Assisting STIN operations (execute manager level node responsibilities, control access to the node, etc.).
- d. Interfacing with TFD Project, other NASA Centers (e.g., Ames, LaRC, etc.), Department of Defense (Army) organizations and their supporting contractor teams, as well as Department of Energy (DOE), Sandia National Laboratories (SNL), and extramural BAA participants and contactors to provide coordinated effort.
- e. Developing metrics and providing weekly status reporting to reflect emerging work, tasks, and events through the TFD management to TD and ED management.
- f. Preparing and organizing proposal documents, electronic copies, etc. as the project lead directs.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-617-47-10 mhl

TASK ORDER #: TD07-03-009R1

DATE: 1-18-05

Program/Project/Office: DM Support for the New Millennium Activity of the Technology Flight Demonstrations (TFD) Project

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide DM support to the New Millennium Activity of the TFD Project. COLSA will perform the following tasks, as required:

**Data Management Activities:**

1. Provide Data Management services to the Technology Flight Demonstrations (TFD) New Millennium emerging project and extramural Broad Area Announcements (BAA) proposal development by:
  - a. Supporting proposal developers to arrange meetings; develop meeting minutes, actions and tracking; and maintain contact roster of direct and supporting participants.
  - b. Providing receipt and control of proposal documents.
  - c. Assisting STIN operations (execute manager level node responsibilities, control access to the node, etc.).
  - d. Interfacing with TFD Project, other NASA Centers (e.g., Ames, LaRC, etc.), Department of Defense (Army) organizations and their supporting contractor teams, as well as Department of Energy (DOE), Sandia National Laboratories (SNL), and extramural BAA participants and contractors to provide coordinated effort.
  - e. Developing metrics and providing weekly status reporting to reflect emerging work, tasks, and events through the TFD management to TD and ED management.
  - f. Preparing and organizing proposal documents, electronic copies, etc. as the project lead directs.
2. Within the Exploration Systems Mission Directorate (ESMD) Integrated Digital Environment (IDE) combine the archival activities for the Demonstration for Autonomous Rendezvous Technology (DART) and the NASA Orbital Express (OE) Advanced Video Guidance System (AVGS) Projects. The archived products shall include final documents and data that contain critical analysis, pictures, models, major accomplishments, research, test, and mission results for future access by Autonomous Rendezvous and Docking (AR&D) developers.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The Project Manger reserves the right to re-evaluate the task order at any time to determine if it meets the current requirements.

The purpose of this revision is to add an additional task and extend the period of performance through 8/31/05.

**SCHEDULE AND/OR MILESTONES:**

None

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
S: 1.3	
Period of Performance: 9/15/04 – 08-31-05	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 800-91-01

TASK ORDER #: TD10-03-006

DATE: 8-18-04

Program/Project/Office: CDM Support for the In-Space Propulsion Project

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the In-Space Propulsion Project.

**Project Lead Responsibilities:**

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

**Configuration and Data Management Activities:**

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
  - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the In-Space PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
  - b. Receive change packages, check for completeness, and assign PCN number.
  - c. Coordinate with project for assignment of CPE and evaluators and review the PCB Presentation format.
  - d. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for PCB.
  - e. Prepare and distribute PCB agendas, minutes and PCB presentations.

# **TASK ORDER** **CDM SERVICES CONTRACT**

- f. Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures.
  - g. Status and account PCB Change Packages and Directives to completion.
  - h. Provide PCB Change Evaluations to higher-level board as applicable.
  - i. Aid project to submit proposed changes to higher level boards as applicable.
  - j. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
  - k. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - l. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3
  4. Serve as Master List custodian in accordance with MPG 7120.3
  5. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
  6. Support and facilitate Acceptance Reviews and Project Closeouts.
    - a. Review CDM-related sections of the DP.
    - b. Perform final CDM evaluation to ensure the readiness of accepting the end items.
  7. Support administration of Requirements and Design Reviews per MWI 8060.3.
  8. Provide administrative support for presentations and reproduction as time allows.
  9. Develop Records Management planning, set up and maintain CDM records.
  10. Check for export control markings on all applicable documentation per MWI 7120.4.

## **SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

## **SCHEDULE AND/OR MILESTONES:**

12/2004 – Review DM Plan  
 12/2004 – Review CM Plan  
 06/2005 – Review DM Plan  
 06/2005 – Review CM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-378-10-20

TASK ORDER #: TD11-03-001

DATE: 8-18-04

Program/Project/Office: CDM Support for the Launch Services Support Project Office

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Launch Services Support Project Office.

**Project Lead Responsibilities:**

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

**Configuration and Data Management Activities:**

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
  - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the LSS PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
  - b. Draft and maintain PCB charter memos and effectivity sheets.
  - c. Receive change packages, check for completeness, and assign PCN number.
  - d. Coordinate with project for assignment of CPE and evaluators and review the PCB Presentation format.
  - e. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for PCB.

## TASK ORDER CDM SERVICES CONTRACT

- f. Prepare and distribute PCB agendas, minutes and PCB presentations.
- g. Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures.
- h. Status and account PCB Change Packages and Directives to completion.
- i. Provide PCB Change Evaluations to higher-level board as applicable.
- j. Aid project to submit proposed changes to higher level boards as applicable.
- k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
- l. Maintain the master change file, Program Control Number (PCN) in electronic format.
- m. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Provide CDM Support to the FCA/PCA in accordance with MWI 8040.6.
4. Perform CDM verification and audits per MWI 8040.7 or appropriate program documents.
5. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3
6. Serve as Master List custodian in accordance with MPG 7120.3
7. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
8. Support and facilitate Acceptance Reviews and Project Closeouts.
  - a. Compile Data Packages (DP).
  - b. Review CDM-related sections of the DP.
  - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
9. Support administration of Requirements and Design Reviews per MWI 8060.3.
10. Provide administrative support for presentations and reproduction as time allows.
11. Develop Records Management planning, set up and maintain CDM records.
12. Check for export control markings on all applicable documentation per MWI 7120.4.

### SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

### SCHEDULE AND/OR MILESTONES:

10/2004 - Review CM and DM sections of the Project Plan  
 11/2004 - Review, identify changes, and deliver revised PCB charter letter  
 04/2005 - Review CM and DM sections of the Project Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 – 8/31/05	

**TASK ORDER  
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-378-10-20

TASK ORDER #: TD11-03-001R1

DATE: 12-7-04

Program/Project/Office: CDM Support for the Launch Services Support Project Office

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Launch Services Support Project Office.

**Project Lead Responsibilities:**

1. Be responsible for development, operation, and maintenance of the Project configuration and data management system.
2. Provide Project CDM planning, expertise, initiative, and optimize CDM operations.
3. Develop communication processes for customers, team members and management which identify CDM topics, achievements, schedules, and challenges during project operations.
4. Provide guidance to project personnel on matters regarding CDM.
5. Organize project CDM team and facilitate team operations to meet the customer's needs.
6. Communicate with Policies and Procedures Team and participate in CDM policies, processes, and procedures development activities.
7. Inform the Policies and Procedures Team of the effectiveness of CDM policies and processes and make recommendations for changes.

**Configuration and Data Management Activities:**

1. Define, implement and maintain a project CDM system that meets NASA, MSFC, and project unique CDM programmatic and integration requirements.
  - a. Review and evaluate all CDM-related data deliverables.
  - b. Provide training to Project Personnel for CDM processes.
  - c. Provide support to project to define CDM requirements for contract SOWs, and CDM data Requirements.
  - d. Review the CDM Plans per MWI 8040.1 and MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will then be incorporated.
2. Provide the Secretariat for the LSS PCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - a. Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
  - b. Draft and maintain PCB charter memos and effectivity sheets.
  - c. Receive change packages, check for completeness, and assign PCN number.
  - d. Coordinate with project for assignment of CPE and evaluators and review the PCB Presentation format.
  - e. Distribute change packages and coordinate with CPE for evaluation and integration and schedule for PCB.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- f. Prepare and distribute PCB agendas, minutes and PCB presentations.
  - g. Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures.
  - h. Status and account PCB Change Packages and Directives to completion.
  - i. Provide PCB Change Evaluations to higher-level board as applicable.
  - j. Aid project to submit proposed changes to higher level boards as applicable.
  - k. Provide configuration accounting in accordance with MPG 8040.1 using project tracking and accounting systems (Excel).
  - l. Maintain the master change file, Program Control Number (PCN) in electronic format.
  - m. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
- 3. Provide CDM Support to the FCA/PCA in accordance with MWI 8040.6.
  - 4. Perform CDM verification and audits per MWI 8040.7 or appropriate program documents.
  - 5. Facilitate Document Control Board Process (DCP) (for non-configuration documentation) per MPG 7120.3
  - 6. Serve as Master List custodian in accordance with MPG 7120.3
  - 7. Facilitate Technical and Design Reviews: provide data packages, status and account Review Item Discrepancies (RID), provide board administration and verification activities for review items.
  - 8. Support and facilitate Acceptance Reviews and Project Closeouts.
    - a. Compile Data Packages (DP).
    - b. Review CDM-related sections of the DP.
    - c. Perform final CDM evaluation to ensure the readiness of accepting the end items.
  - 9. Support administration of Requirements and Design Reviews per MWI 8060.3.
  - 10. Provide administrative support for presentations and reproduction as time allows.
  - 11. Develop Records Management planning, set up and maintain CDM records.
  - 12. Check for export control markings on all applicable documentation per MWI 7120.4.

**TASK ORDER  
CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The purpose of this revision is to terminate this task order effective 11/12/04 per the project manager's request due to a lack of funding.

**SCHEDULE AND/OR MILESTONES:**

10/2004 - Review CM and DM sections of the Project Plan

11/2004 - Review, identify changes, and deliver revised PCB charter letter

04/2005 - Review CM and DM sections of the Project Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/04 - 11/12/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-251-30-07

TASK ORDER #: CD30-02-001R3

DATE: 6-2-04

Program/Project/Office: Technology Transfer Department

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Department.

1. In accordance with CD30-OWI-001, COLSA will maintain and update relevant NASA databases and records systems. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives, as well as ensuring all necessary technology transfer requirements are being met.  
  
In accordance with CD30-OWI-001, COLSA will perform data maintenance, tracking, analyses, and validation of documentation to support the Technology Transfer Department.
3. In accordance with CD30-OWI-001, COLSA will develop and review documentation, as needed, by the Technology Transfer Department, using relevant databases and other sources as needed.
4. In accordance with CD30-OWI-001, COLSA will provide support to internal and external meetings; provide minutes and corresponding follow-on actions as required by the Technology Transfer Department.
5. COLSA will develop, maintain, integrate, and update tools used to control track, and report on the status of Technology Transfer initiatives and activities, including the areas of: graphics/illustrations, Technology Transfer web site responsibility, and multimedia support.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The purpose of revision 3 is to add 160 Senior Engineer hours to the contract value beginning June 1, 2004. The reason for this increase is due to a part-time employee being asked to work significantly more hours than originally planned.

The contractor's name has also been changed in this task order from PWI to COLSA.

**SCHEDULE AND/OR MILESTONES:**

Provide Quarterly Metrics for Major Technology Transfer Program Areas 10/31/03, 01/31/04, 04/30/04, 07/31/04.

NASA Technology Inventory Database (NTIDB) Milestones 9/17/03, 4/28/04, and 8/25/04.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
1.5 <i>6-2-04</i>	
Period of Performance: <del>9/1/03</del> 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-251-30-07

TASK ORDER #: CD30-02-001R2

DATE: 4-8-04

Program/Project/Office: Technology Transfer Department

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Department.

1. In accordance with CD30-OWI-001, COLSA will maintain and update relevant NASA databases and records systems. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives, as well as ensuring all necessary technology transfer requirements are being met.
2. In accordance with CD30-OWI-001, COLSA will perform data maintenance, tracking, analyses, and validation of documentation to support the Technology Transfer Department.
3. In accordance with CD30-OWI-001, COLSA will develop and review documentation, as needed, by the Technology Transfer Department, using relevant databases and other sources as needed.
4. In accordance with CD30-OWI-001, COLSA will provide support to internal and external meetings; provide minutes and corresponding follow-on actions as required by the Technology Transfer Department.
5. COLSA will develop, maintain, integrate, and update tools used to control track, and report on the status of Technology Transfer initiatives and activities, including the areas of: graphics/illustrations, Technology Transfer web site responsibility, and multimedia support.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The purpose of revision 2 is to reduce the contract value by removing 896 Senior CDM Specialist hours beginning March 15, 2004 and 769 Senior Engineer hours beginning April 7, 2004. This reduction is in response to a reduction in funding.

The contractor's name has also been changed in this task order from PWI to COLSA.

**SCHEDULE AND/OR MILESTONES:**

Provide Quarterly Metrics for Major Technology Transfer Program Areas 10/31/03, 01/31/04, 04/30/04, 07/31/04.

NASA Technology Inventory Database (NTIDB) Milestones 9/17/03, 4/28/04, and 8/25/04.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
S: 1.5	
Period of Performance: 9/1/03- 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-251-30-07

TASK ORDER #: CD30-02-001R1

DATE: 3-23-04

Program/Project/Office: Technology Transfer Department

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Department.

1. In accordance with CD30-OWI-001, PWI will maintain and update relevant NASA databases and records systems. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives, as well as ensuring all necessary technology transfer requirements are being met.
2. In accordance with CD30-OWI-001, PWI will perform data maintenance, tracking, analyses, and validation of documentation to support the Technology Transfer Department.
3. In accordance with CD30-OWI-001, PWI will develop and review documentation, as needed, by the Technology Transfer Department, using relevant databases and other sources as needed.
4. In accordance with CD30-OWI-001, PWI will provide support to internal and external meetings; provide minutes and corresponding follow-on actions as required by the Technology Transfer Department.
5. PWI will develop, maintain, integrate, and update tools used to control track, and report on the status of Technology Transfer initiatives and activities, including the areas of: graphics/illustrations, Technology Transfer web site responsibility, and multimedia support.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-251-30-07

TASK ORDER #: CD30-02-001

DATE: 8-25-03

Program/Project/Office: Technology Transfer Department

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Department.

1. In accordance with CD30-OWI-001, PWI will maintain and update relevant NASA databases records systems. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, creating, as needed, and maintaining web-based information sources reporting new technology and commercialization initiatives, as well as ensuring all necessary technology transfer requirements are being met.
2. In accordance with CD30-OWI-001, PWI will perform data maintenance, tracking, analyses, and validation of documentation to support the Technology Transfer Department.
3. In accordance with CD30-OWI-001, PWI will develop and review documentation, as needed, the Technology Transfer Department, using relevant databases and other sources as needed.
4. In accordance with CD30-OWI-001, PWI will provide support to internal and external meeting provide minutes and corresponding follow-on actions as required by the Technology Transfer Department.
5. PWI will develop, maintain, integrate, and update tools used to control track, and report on the status of Technology Transfer initiatives and activities, including the areas of: graphics/illustrations, Technology Transfer web site responsibility, and multimedia support.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

**SCHEDULE AND/OR MILESTONES:**

Provide Quarterly Metrics for Major Technology Transfer Program Areas 10/31/03, 01/31/04, 04/30/04, 07/31/04.

NASA Technology Inventory Database (NTIDB) Milestones 9/17/03, 4/28/04, and 8/25/04.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
WBS: 1.5	
Period of Performance: 9/1/03- 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121  
UPN:

TASK ORDER #: ED37-02-001R1  
DATE: 12-15-03

Program/Project/Office: Engineering Directorate

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide producibility review of electrical and electromechanical design documentation.

**Tasks**

1. Work closely with ED37, Support contractor manufacturing, and inspection personnel to fully understand standard shop practices, capabilities, operating procedures, and requirements.
2. Provide producibility review of design drawings, procedures and other mechanical or electrical/electromechanical documentation generated by ED10 or ED20 personnel.
3. Producibility review shall include, but not be limited to the following:
  - a. Perform producibility review in accordance with the Producibility Check List in OI ED43-017
  - b. Review of documentation at various stages between conceptual design and final release.
  - c. Signature approval for manufacturing at final release.
  - d. Continual improvement of producibility review using feed back from ED37, ED10, ED20, QS10, and review of engineering changes, updating check list as needed.
4. Provide training for design, manufacturing, and other personnel as necessary on producibility requirements and common manufacturing and inspection issues with design documentation.

**Performance requirements:**

-Maintain producibility checklist.

-High quality producibility review of ED10 or ED20 documentation in order to limit manufacturing issues and minimize documentation changes.

**Maintain Quality Records**

-Documentation reviewed

-Producibility review comments

**Document Maintenance**

-Producibility check list

cumentation files

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Manage all records for which PWI is designated custodian in accordance with MPG 1440.2

The purpose of revision 1 is to add one full time Sr. Engineer to perform mechanical producibility reviews of ED20 mechanical designs.

**SCHEDULE AND/OR MILESTONES:**

No Milestones

CWC:

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction

WBS: 1.3

Period of Performance: 09/1/03 – 8/31/04

**TASK ORDER  
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-647-10-20-W3

TASK ORDER #: ED37-02-001

DATE: 8-13-03

Program/Project/Office: Engineering Directorate

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide producibility review of electrical and electromechanical design documentation.

**Tasks**

1. Work closely with ED37, Support contractor manufacturing, and inspection personnel to fully understand standard shop practices, capabilities, operating procedures, and requirements.
2. Provide producibility review of design drawings, procedures and other electrical/electromechanical documentation generated by ED10 personnel.
3. Producibility review shall include, but not be limited to the following:
  - a. Perform producibility review in accordance with the Producibility Check List in OI ED43-017
  - b. Review of documentation at various stages between conceptual design and final release.
  - c. Signature approval for manufacturing at final release.
  - d. Continual improvement of producibility review using feed back from ED37, ED10, QS10, and review of engineering changes, updating check list as needed.
4. Provide training for design, manufacturing, and other personnel as necessary on producibility requirements and common manufacturing and inspection issues with design documentation.

**Performance requirements:**

-Maintain producibility checklist.

-High quality producibility review of ED10 documentation in order to limit manufacturing issues and minimize documentation changes.

**Maintain Quality Records**

-Documentation reviewed

-Producibility review comments

**Document Maintenance**

-Producibility check list

-Documentation files

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Manage all records for which PWI is designated custodian in accordance with MPG 1440.2

**SCHEDULE AND/OR MILESTONES:**

No Milestones

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 09/1/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121  
UPN: 62-103-06-10

TASK ORDER #: ED40-02-002  
DATE: 1-7-04 <sup>Dr</sup>

Program/Project/Office: Engineering Directorate

**TASK DESCRIPTIONS:**

The contractor (PWI) shall perform the following tasks in support of the NASA CM Standard Project:

- 1) Support the NASA Topic Working Group (TWG) Lead, and MSFC organizations by serving as the CM liaison to the TWG.
- 2) Prepare a brief project plan for this effort and submit it to the TWG Lead for coordination.
- 3) Act as the Document Change Package Engineer (CPE), consolidate reviewers' recommended changes and comments, and present the consolidation to the TWG lead for disposition. Work with, coordinate, and report status to the MSFC TWG Lead.
- 4) Coordinate scheduling of the NASA CM Standard Topic Working Group (i.e. contact potential members and contact NASA Center nominees) and maintain the project schedule.  
Write portions of the NASA CM Standard as defined by TWG Lead:
  - a. Assist the TWG Lead in determining NASA CM policy related to EIA 649, MSFC-STD-3394 and MIL-STD-973.
  - b. Ensure consistency with NASA Project Management, System Engineering, Software, and Facilities Directives or Standards (which may require obtaining the latest Drafts of documents in work).
- 6) Coordinate the draft standard with the TWG members.
- 7) Assist the TWG lead to coordinate and disposition comments received during NASA evaluation (after the TWG has submitted the Standard for NASA approval).
- 8) Maintain all records of the project in the data automation system to be selected by the TWG Lead and act as the secretariat in the DM process.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Manage all records for which PWI is designated custodian in accordance with MPG 1440.2

For purposes of this task order, an Authority to Proceed (ATP) notification consists of obtaining all of the required signatures for this task order.

**SCHEDULE AND/OR MILESTONES:**

Deliver a Project Plan to the NASA Topic Working Group Lead within 30 days of receiving an ATP notification for this task order.

Complete the review of the draft document and check against NASA NPGs and NPDs within 30 days after receiving the initial draft from the TWG Lead.

Complete the final review of the proposed standard to eliminate any conflicts with NASA policy, s and NPDs within 30 days after receiving the final draft from the TWG Lead.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 12/1/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-297-10-00

TASK ORDER #: ED40-02-001

DATE: 8/21/03

Program/Project/Office: DM Support for Technical Standards Program

**TASK DESCRIPTIONS:**

The contractor shall provide support to the NASA Technical Standards Program by performing the tasks identified under WBS 1.4 of this contract.

1. NASA Technical Standards Program Manager consultations on technical issues –provide management advice where appropriate.

- Provide inputs to and overview of all Program key initiatives.
- Prepare draft white papers on operational technical issues
- Prepare draft responses for Program Manager on technical issues.
- Review and provide inputs to Program documents (examples, NPD, NPG, Program Plan, & Document Mgmt Plan)
- Attend Agency wide and Industry seminars/meetings and make presentations when requested. Prepare draft charts for these meetings.
- Participate in reviews of web page updates pertaining to all aspects of the Program.

2. NASA Developed Standards Product Support.

- Reformat draft copies of NASA Developed Standards products.
- Coordinate with document authors and reviewers in the refinement of the NASA developed documents.

3. Review lists of standards documents (title, date, current status) recommended for Agency adoption to validate the input. Provide recommended document inputs to the web page manager in appropriate format for adding to the Adopted or Pending Adoption listing on the NASA Technical Standards preferred listing. This includes documents submitted for update notification under SUNS system.

- Prepare lists of Pending Adoption standard documents to be sent to ESSC members for review and endorsement.
- Review and prepare updates to the standard products listed on the NASA Preferred Technical Standards listing.

4. Evaluate and provide responses to questions from NASA & Industry personnel pertaining to standards. Also evaluate and provide responses to feedback questions pertaining to the NASA Tech Standards Full Text Technical Standards System.

5. Review and prepare inputs and draft requirement documents pertaining to Program Office initiatives to include awareness and training media material.

6. Support Lesson Learned/Best Practices/Application notes task – establish key words, assign categories, associate to standards documents, prepare draft input template and other LL/BP/AN tasks as assigned.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

Support will be accomplished in collaboration with NASA Technical Standards Program Manager and Staff Members.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

**SCHEDULE AND/OR KEY MILESTONES:**

As established by NASA Technical Standards Program Manager in response to established Program action items.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.4, Cost Control and Customer Satisfaction
WBS: 1.4	
Period of Performance: 9/01/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121  
UPN:

TASK ORDER #: FD20-02-001  
DATE:

Program/Project/Office: CDM Support for Node 2/3

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support the Node 2/3 project. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
  - Is the primary interface with the customer for the daily operations.
  - Orchestrates the setup and operations of the CDM system and audits for the project.
  - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
  - Identify and resolve technical programmatic issues related to CDM functions.
  - Responsible for the setup and implementation of the CDM system for the assigned project.
1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
  2. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
  3. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
  4. Review the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
  5. Provide the Secretariat for the NODE 2/3 CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
    - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
    - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
    - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
    - Coordinate with project for assignment of CPE and evaluators
    - Distribute change packages for review, coordinate with CPE and schedule for CCB
    - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
    - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
    - Track SSCN actions to completion.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- Provide CCB Change Evaluations to higher-level board as applicable.
  - Aid project to submit proposed changes to higher level boards as applicable.
6. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
  7. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
  8. Maintain the master change file, Program Control Number (PCN) file.
  9. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
  10. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
  11. Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
  12. Receive and track data deliverables (BDEALS), primarily electronic delivery by FTP.
  13. Serve as the Master List custodian in accordance with MPG 7120.3.
  14. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board minutes.
  15. Support compilation Acceptance Data Packages (ADP's).
  16. Pre-screen ISS Program changes for Node 2/3 impact utilizing project-provided keywords.
  17. Provide changes to screening group for further screening and action.
  18. Receive ISS PIRN's related to Node 2/3 ICD's, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation, and prepare consolidated change evaluation. Provide consolidated change evaluation to the ISS ICWG Secretariats.
  19. Maintain the Node 2/3 website.
  20. Receive, file, and track data packages received from Alenia or Boeing; track data requests by Alenia or project personnel
  21. Provide programming and administration for the Node RID System Filemaker Pro Database.
  22. Coordinate with the FD20 OCIO and ODIN concerning the Node server, web services, FTP services, Filemaker Pro server, and required security, passwords, etc.
  23. Provide administrative support for presentations and reproduction as time allows.
  24. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3

**TASK ORDER**  
**CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

10/2003 - Review CM & DM Plan  
04/2004 - Review CM & DM Plan  
08/2004 - Node 3 Final Acceptance Review

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #: FD20-02-003

DATE:

Program/Project/Office: CDM Support for ECLSS (FD21)

**TASK DESCRIPTIONS:**

The contractor shall provide configuration and data management (CDM) support to the ECLSS Project by performing the tasks under WBS 1.3 of this contract. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
  - Is the primary interface with the customer for the daily operations.
  - Orchestrates the setup and operations of the CDM system and audits for the project.
  - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
  - Identify and resolve technical programmatic issues related to CDM functions.
  - Responsible for the setup and implementation of the CDM system for the assigned project.
1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
  2. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
  3. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
  4. Review the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
  5. Provide the Secretariat for the ECLSS CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
    - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
    - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
    - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
    - Coordinate with project for assignment of CPE and evaluators
    - Distribute change packages for review, coordinate with CPE and schedule for CCB
    - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
    - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
    - Track SSCN actions to completion.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- Provide CCB Change Evaluations to higher-level board as applicable.
  - Aid project to submit proposed changes to higher level boards as applicable.
6. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
  - ~~7. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.~~
  8. Maintain the master change file, Program Control Number (PCN) file.
  9. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
  10. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
  11. Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
  12. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
  13. Serve as the Master List custodian in accordance with MPG 7120.3.
  14. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board minutes. Perform technical review of CDM data to ensure requirements documented and implementation performed.
  15. Support compilation Acceptance Data Packages (ADP's).
  16. Maintain the ECLSS website.
  17. Administer the ECLSS Group action tracking system.
  18. Maintain reference files of project data.
  19. Provide administrative support for presentations and reproduction as time allows.
  20. Support major design/technical reviews utilizing the automated Review Item Discrepancy (RID) system.
  21. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
  22. Support Records Management planning.
  23. Verify export control markings are on all applicable documentation per MWI 7120.4.
  24. Support verification closure activities.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

All Projects technical reviews contained in the milestones are subject to Project schedules.

**SCHEDULE AND/OR MILESTONES:**

09/2003 - Audit of the FCA/PCA for the Water Processor Assembly (@ HSSSI)  
11/2003 - Perform the Final Acceptance Review for Water Processor Assembly (@ HSSSI)  
12/2003 - Audit of the FCA/PCA for the Oxygen Generator Assembly (@ HSSSI)  
01/2004 - Perform the Final Acceptance Review for the Oxygen Generator Assembly (@ HSSSI)  
02/2004 - Review the CM & DM Plan.  
04/2004 - Perform the FCA/PCA for the Power Supply Module (MSFC)  
3/2004 - Perform the FCA/PCA for the Urine Processor Assembly (MSFC)  
03/2004 - Review the CM & DM plan.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

TASK ORDER #: FD20-02-003 R1

UPN:

DATE: 9-25-03

Program/Project/Office: CDM Support for ECLSS (FD21)

**TASK DESCRIPTIONS:**

The contractor shall provide configuration and data management (CDM) support to the ECLSS Project by performing the tasks under WBS 1.3 of this contract. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
  - Is the primary interface with the customer for the daily operations.
  - Orchestrates the setup and operations of the CDM system and audits for the project.
  - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
  - Identify and resolve technical programmatic issues related to CDM functions.
  - Responsible for the setup and implementation of the CDM system for the assigned project.
1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
  2. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
  3. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
  4. Review the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
  5. Provide the Secretariat for the ECLSS CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
    - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
    - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
    - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
    - Coordinate with project for assignment of CPE and evaluators
    - Distribute change packages for review, coordinate with CPE and schedule for CCB
    - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
    - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
    - Track SSCN actions to completion.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- Provide CCB Change Evaluations to higher-level board as applicable.
  - Aid project to submit proposed changes to higher level boards as applicable.
6. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
  7. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
  8. Maintain the master change file, Program Control Number (PCN) file.
  9. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
  10. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
  11. Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
  12. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
  13. Serve as the Master List custodian in accordance with MPG 7120.3.
  14. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board minutes. Perform technical review of CDM data to ensure requirements documented and implementation performed.
  15. Support compilation Acceptance Data Packages (ADP's).
  16. Maintain the ECLSS website.
  17. Administer the ECLSS Group action tracking system.
  18. Maintain reference files of project data.
  19. Provide administrative support for presentations and reproduction as time allows.
  20. Support major design/technical reviews utilizing the automated Review Item Discrepancy (RID) system.
  21. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
  22. Support Records Management planning.
  23. Verify export control markings are on all applicable documentation per MWI 7120.4.
  24. Support verification closure activities.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121 62-467-10-30-X1 TASK ORDER #: FD20-02-003 R2

UPN: 62-467-10-20 WI

DATE: 2-25-04

Program/Project/Office: CDM Support for ECLSS (FD21)

**TASK DESCRIPTIONS:**

The contractor shall provide configuration and data management (CDM) support to the ECLSS Project by performing the tasks under WBS 1.3 of this contract. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
  - Is the primary interface with the customer for the daily operations.
  - Orchestrates the setup and operations of the CDM system and audits for the project.
  - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
  - Identify and resolve technical programmatic issues related to CDM functions.
  - Responsible for the setup and implementation of the CDM system for the assigned project.
1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
  2. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
  3. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
  4. Review the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
  5. Provide the Secretariat for the ECLSS CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
    - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
    - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
    - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
    - Coordinate with project for assignment of CPE and evaluators
    - Distribute change packages for review, coordinate with CPE and schedule for CCB
    - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
    - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
    - Track SSCN actions to completion.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- Provide CCB Change Evaluations to higher-level board as applicable.
  - Aid project to submit proposed changes to higher level boards as applicable.
6. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
  7. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
  8. Maintain the master change file, Program Control Number (PCN) file.
  9. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
  10. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
  11. Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
  12. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
  13. Serve as the Master List custodian in accordance with MPG 7120.3.
  14. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board minutes. Perform technical review of CDM data to ensure requirements documented and implementation performed.
  15. Support compilation Acceptance Data Packages (ADP's).
  16. Develop and maintain the ECLSS program website, including HTML code development.
  17. Administer the ECLSS Group action tracking system.
  18. Maintain reference files of project data.
  19. Provide administrative support for presentations and reproduction as time allows.
  20. Support major design/technical reviews utilizing the automated Review Item Discrepancy (RID) system.
  21. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
  22. Support Records Management planning.
  23. Verify export control markings are on all applicable documentation per MWI 7120.4.
  24. Coordinate and track all requirements verifications for the Lead Systems Engineer.
  25. Create and maintain monthly program metrics.
  26. Develop and maintain engineering drawing database and associate parts lists.
  27. Integrate project engineering data into presentations for program, center, and directorate briefings.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

All Projects technical reviews contained in the milestones are subject to Project schedules.

The purpose of revision 2 is to add some specific data integration tasks and convert the remaining Sr. CDM Specialist hours to Engineer hours beginning Feb. 16, 2004.

SCHEDULE AND/OR MILESTONES:

09/2003 - Audit of the FCA/PCA for the Water Processor Assembly (@ HSSSI)  
11/2003 - Perform the Final Acceptance Review for Water Processor Assembly (@ HSSSI)  
12/2003 - Audit of the FCA/PCA for the Oxygen Generator Assembly (@ HSSSI)  
1/2004 - Perform the Final Acceptance Review for the Oxygen Generator Assembly (@HSSSI)  
2/2004 - Review the CM & DM Plan.  
04/2004 - Perform the FCA/PCA for the Power Supply Module (MSFC)  
06/2004 - Perform the FCA/PCA for the Urine Processor Assembly (MSFC)  
08/2004 - Review the CM & DM plan.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #: FD20-02-004

DATE:

Program/Project/Office: CDM Support for Pressurized Carriers Group (FD24)

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the Pressurized Carriers Group within the Flight Projects Directorate.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
3. Provide the Secretariat for the Pressurized Carriers CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
  - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track SSCN actions to completion.
  - Provide CCB Change Evaluations to higher-level board as applicable.
  - Aid project to submit proposed changes to higher level boards as applicable.
4. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
5. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
6. Maintain the master change file, Program Control Number (PCN) file.
7. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
8. Receive ISS PIRN's related to Pressurized Carrier project ICD's, coordinate with project engineering to assign CPE and evaluators, distribute and track evaluations, prepare consolidated change evaluation and route for signatures. Provide consolidated change evaluation to the ISS ICWG Secretariats.
9. Pre-screen ISS Program changes for Pressurized Carrier project impact utilizing project-provided keywords. Provide changes to project designee for screening.
10. Maintain reference files of project data.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

11. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
12. Support Records Management planning.
13. Verify export control markings are on all applicable documentation per MWI 7120.4.
14. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.
15. Support the MPLM Subsystem Problem Resolution Team (SPRT) meetings. Responsibilities include: preparing agendas, minutes, and action item tracking.
16. Support changes to Operations Maintenance Requirements Specifications (OMRS) files.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

**SCHEDULE AND/OR KEY MILESTONES:**

09/2003 - Preship Review of Programmable Thermostats  
12/2003 – Review the CM Plan  
06/2004 – Review the CM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-336-32-03

TASK ORDER #: FD20-02-004R1

DATE: 1-15-04

Program/Project/Office: CDM Support for Pressurized Carriers Group (FD24)

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the Pressurized Carriers Group within the Flight Projects Directorate.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
3. Provide the Secretariat for the Pressurized Carriers CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB.
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
  - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track SSCN actions to completion.
  - Provide CCB Change Evaluations to higher-level board as applicable.
  - Aid project to submit proposed changes to higher level boards as applicable.
4. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
5. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
6. Maintain the master change file, Program Control Number (PCN) file.
7. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
8. Receive ISS PIRN's related to Pressurized Carrier project ICD's, coordinate with project engineering to assign CPE and evaluators, distribute and track evaluations, prepare consolidated change evaluation and route for signatures. Provide consolidated change evaluation to the ISS ICWG Secretariats.
9. Pre-screen ISS Program changes for Pressurized Carrier project impact utilizing project-provided keywords. Provide changes to project designee for screening.
10. Maintain reference files of project data.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

11. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
12. Support Records Management planning.
13. Verify export control markings are on all applicable documentation per MWI 7120.4.
14. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.
15. Support the MPLM Subsystem Problem Resolution Team (SPRT) meetings. Responsibilities include: preparing agendas, minutes, and action item tracking.
16. Support changes to Operations Maintenance Requirements Specifications (OMRS) files.
17. Provide requirements mapping and trace support for the Pressurized Carriers project. Verify that all existing requirements have been incorporated into the new requirements specification and verify that no new requirements have been levied on the project as a result of generating the revised requirements specification. *Document all discrepancies.*

**TASK ORDER**  
**CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The reason for revision 1 is to add two Senior Engineers for a period of three months to perform the requirements map and trace as requested by the project manager. *For this additional task, the contractor shall not exceed \$45K without prior approval from the project manager.*

SCHEDULE AND/OR KEY MILESTONES:

09/2003 - Preship Review of Programmable Thermostats  
12/2003 - Review the CM Plan  
06/2004 - Review the CM Plan

SVC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3 1/15/04 <i>OK PM</i>	
Period of Performance: <del>9/1/03</del> - 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #: FD30-02-002

DATE: 8-29-03

Program/Project/Office: CDM Support for Payloads Integration & Operations Department

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Payloads Integrations & Operations Department. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
- Is the primary interface with the customer for the daily operations.
- Orchestrates the setup and operations of the CDM system and audits for the project.
- Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
- Identify and resolve technical programmatic issues related to CDM functions.
- Responsible for the setup and implementation of the CDM system for the assigned project.

**MUPG Tasks (Configuration and Data Management)**

1. Provide the Secretariat for the MUPG CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
  - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track SSCN actions to completion.
  - Provide CCB Change Evaluations to higher-level board as applicable.
  - Aid project to submit proposed changes to higher level boards as applicable.
2. Serve as Secretariat for the EXPRESS Software Control Panel (ESCP).
3. Receive Change Requests (CR) from the EXPRESS Payload Integration Managers (EPIMs).
4. Review CRs and Mandatory Evaluation List (MELs) for accuracy and completeness and forward to JSC/CM for processing.
5. Track PCB actions and initiate closure.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

6. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
7. Maintain the master change file, Program Control Number (PCN) file.
8. Provide CPTAS change tracking and status in accordance with MPG 8040.1 and MSFC-MNL-1951.
9. Maintain reference files of project data.
10. Maintain a Project Master List.
11. Serve as the Master List custodian in accordance with MPG 7120.3.
12. Determine the appropriate board to receive new changes: Level II-JSC, Level III-MSFC MUPG.
13. Attend the Payloads Control Board (PCB) as necessary and send out the preliminary and final agendas.
  
14. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
15. Support CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.
16. Support Records Management planning.
17. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
18. Verify export control markings are on all applicable documentation per MWI 7120.4.
19. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
20. Review the CM Plan per MWI 8040.1.
21. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
22. Review the DM Plan per MWI 7120.5.
23. COTR support.
  - Manage and maintain technical program documentation/data for the following projects.
    - EXPRESS Rack (ER)
    - EXPRESS Pallet (EP)
    - Engineering Integration (EI)
    - Window Observational Research Facility (WORF)
    - International Subrack Interface Standard (ISIS)
    - Payload Data Library (PDL)
  - Coordinate the review of program data and changes made to the baseline data for the projects listed above.
  - Distribute documentation/data and changes to the appropriate Project Managers, and coordinate comments with the appropriate program members from the above projects. Prepare change documentation to assess and implement revised program requirements.
  - Conduct technical reviews of PO&I Department MSFC Work Instructions (MWI) and the POIF Project Plan to affect necessary changes required for ISO 9002 compliance.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

- 09/2003 - Review the CM & DM Plan
- 03/2004 - Review the CM & DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of performance: 9/1/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121  
UPN:

TASK ORDER #: FD30-02-003  
DATE: 8-29-03

Program/Project/Office: CDM Support for MSFC Payload Operations

**TASK DESCRIPTIONS:**

1. Launch package support.

- Updating the MSFC Payload Operations of Flight Readiness (CoFR) Implementation Plan and supporting updates to the ISS Payloads CoFR as required.
- Integrating the PO&I Launch Package Assessment and tracking Open Work to closure for all Shuttle Flights to the ISS.
- Integrating and presenting the PO&I CoFR package for all Shuttle Flights to the ISS.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

All project technical review milestones are subject to project schedules.

Quality records will be maintained IAW MPG 1440.2.

SCHEDULE AND/OR MILESTONES:

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost
/BS: 1.3	
Period of Performance: 9/01/03- 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-700-72-20

TASK ORDER #: FD40-02-001

DATE: 8-29-03

Program/Project/Office: CDM Support for HMCG

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support the HOSC Management Coordination Group. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
  - Is the primary interface with the customer for the daily operations.
  - Orchestrates the setup and operations of the CDM system and audits for the project.
  - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
  - Identify and resolve technical programmatic issues related to CDM functions.
  - Responsible for the setup and implementation of the CDM system for the assigned project.
1. Provide the Secretariat for the HMCG CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
    - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
    - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
    - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
    - Coordinate with project for assignment of CPE and evaluators
    - Distribute change packages for review, coordinate with CPE and schedule for CCB
    - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
    - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
    - Track SSCN actions to completion.
    - Provide CCB Change Evaluations to higher-level board as applicable.
    - Aid project to submit proposed changes to higher level boards as applicable.
  2. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems [Filemaker Pro and Excel].
  3. Maintain reference files of project data.
  4. Maintain the master change file, Program Control Number (PCN) file.
  5. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
  6. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and

**TASK ORDER**  
**CDM SERVICES CONTRACT**

accommodates all external and internal CM interfaces.

7. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
8. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
9. Verify export control markings are on all applicable documentation per MWI 7120.4.
10. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

- 12/2003 - Review the CM Plan
- 06/2004 - Review the CM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 - 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 794-30-03

TASK ORDER NGLT-02-001

DATE: 8-29-03

Program/Project/Office: CDM Support for NGLT Program

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract for NGLT Program CDM support.

- 1) Provide Configuration Management (CM) support to define, implement, and maintain a program CM system that complies with NASA, and program unique requirements and accommodates all external and internal CM interfaces.
  - Provide Alternate Secretariat support and configuration documentation process activity support for the Level I Program Requirements Control Board (PRCB).
  - Process and account program changes, deviations and waivers through the program CM system as specified in the NGLT Program Implementation Plan (PIP) and maintain the PRCB procedure.
  - Provide support to the Program to define CM requirements for contract Statement of Work (SOW) and CM Data Requirements
  - Review CM-related data deliverables.
  - Support administration of the requirements/design reviews, audits, and acceptance reviews.
  - Support administration of special topics brought to the PRCB.
  - Provide presentations to program personnel on CM processes.
- 2) Provide Secretariat support to the Level I Engineering Review Board (ERB) and maintain ERB procedure for ERB activity.
  - Support administration of special topics brought to the PRCB.
  - Provide presentations to program personnel on CM processes.
- 3) Provide Data Management (DM) support to the Program to define, implement, and maintain a program DM system that complies with NASA, and program unique requirements and accommodates all external and internal DM interfaces.
  - Administer the document control process for non-configuration documents in accordance with the NGLT PIP.
  - Provide support to the program to define DM requirements for contract SOW and DM Data Requirements
  - Review DM-related data deliverables.
  - Support Records Management planning and implementation.
- 4) Maintain the CM, DM and Records Management (RM) sections of the NGLT PIP. Review the CM, DM, and RM sections every six months, identify changes, and update the plan.
- 5) Support the identification and definition of Program Data Requirements, overall program requirements,

**TASK ORDER**  
**CDM SERVICES CONTRACT**

contractor and in-house supplied via a Program Document Tree and Document Matrix.

- 6) Track and receive deliverable data per the Program Data Procurement Document, In-house Data Requirements Document, and Data Requirements List (or equivalent).
- 7) Serve as the Master List custodian.
- 8) Maintain a Receipt and Release Desk (R/RD) for Program and Projects to generate/maintain CM Logs; to issue various CM numbers; to maintain master CM Program Control Number (PCN) files; to review document format/data distribution marking; to release documents; to maintain central library for reference documents; and to maintain the R/RD procedure.
- 9) Provide guidance to the program on CDM policies, procedures, and plans, including review of all program and project CDM outputs.
  - Maintain Project Control Board (PCB) procedure.
- 10) Define and manage the CDM processes for the selected NGLT Program automated tool.
  - Maintain CDM processes utilizing automated tool procedure.
  - Assist training and instruction to all program personnel for automated CDM processes.
- 11) Support records management planning and implementation.
  - Maintain Records Management section of NGLT Program Implementation Plan.
  - Assist in Electronic Data transfer and archiving.
- 12) Conduct DM/CM System audits, as required.
- 13) Generate and maintain a Program and Project Closeout procedure; assist in the compilation of a program and project closure data package; and support the program and project closure process.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

**SCHEDULE AND/OR MILESTONES:**

10/2003 – Deliver CM/DM overview presentation charts for Program Independent Review.

11/2003 – Conduct DM/CM Selected project audit.

12/2003 - Deliver Program and Project Closure procedure.

01/2004 – Review, identify changes, and deliver revised PRCB and ERB charter letters.

02/2004 – Review, identify changes, and deliver revised DM, CM, and Records Management sections for the Program implementation Plan.

03/2004 – Review, identify changes, and deliver revised PRCB, ERB, R/RD, PCB, and STIN CDM Process.

04/2004 – Review, identify changes, and deliver revised DM sections.

05/2004 – Conduct DM/CM Selected project audit.

7/2004 – Deliver CM/DM overview presentation charts for Program Independent Review.

08/2004– Review, identify changes, and deliver revised DM, CM, and Records Management sections for the Program Implementation Plan.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 - 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121  
UPN:

TASK ORDER #: OSP-02-001  
DATE:

Program/Project/Office: CDM Support for OSP Program Office (UP01)

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the Orbital Space Plane (OSP) Program Office CDM support. This task order contains the OSP (UP01) Program Control Board (PCB), Receipt and Release Desk, Program Planning and Control (UP20), and Automated Systems.

PWI will perform the following tasks:

1. Provide Configuration Management (CM) support to define, implement, and maintain an OSP program CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and to accommodate all external and internal CM interfaces.
  - Act as the PCB Administrator (Secretariat) per MWI 8040.2
  - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
  - Process and account program, contractor changes, deviations, and waivers through the project CM system as specified in the Program CM Plan.
  - Review CM-related data deliverables when received by the project.
  - Provide training to Project Personnel for CM processes.
  - Provide RID co-ordinator for OSP design reviews.
2. Provide Data Management (DM) support to define, implement, and maintain an OSP Program DM system that complies with NASA, MSFC, and project unique requirements to accommodate all external and internal DM interfaces.
  - Maintain a DM Plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
  - Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.
  - Review DM-related data deliverables when received by the project.
  - Support Records Management planning and provide a Records Liaison Officer.
  - Provide training to Program personnel for DM processes.
3. Support the identification and definition of Program data requirements, overall program requirements, contractor and in-house supplied.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

4. Develop and maintain the Program Master List per MPG 7120.3.
  - Serve as the Program Master List Custodian

**OSP Receipt and Release Desk**

5. Create and maintain a program library (reference data).
  - Hardcopy or electronic.
  - Maintain library files and index.
6. Assign PCN numbers, document numbers, and maintain and control PCN files.
7. Verify export control markings are on all Program/Project in-house documents not for MSFC release per MWI 7120.4.
8. Ensure that all documentation associated with the PCN change is included in the PCN file-folder.
9. Enter each document approved into the Master List
10. Maintain and control records in accordance with MPG 1440.2.
11. Ensure active records are readily retrievable and disposition inactive records.
12. Provide assignment of Project Codes, Configuration Control Board Codes and effectivity codes.
13. Coordinate in-house document numbers with Project Secretariats.
14. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.
15. Provide Document Review for DM requirements and provide re-writes or redlines for format corrections (as needed)

**Automated Systems**

16. Participate in automated system review and development for OSP Project Link. Provide CDM support to the implementation of OSP Project Link.
17. Support administration of technical requirements and design reviews per MWI 8060.3:
  - Compile requirements and design review packages.
  - Perform Review Item Discrepancy (RID) coordinator functions.
  - Participate in validation of IEC/ICMS Project Link.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

9/2003 prepare draft input for SDR Review plan for UP20  
2/2004 prepare draft input for IDR Review plan for UP20  
3/2004 Review OSP Program DM plan.  
3/2004 Review OSP Program CM plan.

schedule may change refer to the following URL

[http://ospinonet.nasa.gov/schedules/DRAFT\\_Accelerated\\_OSP\\_Summary\\_Schedules.pdf](http://ospinonet.nasa.gov/schedules/DRAFT_Accelerated_OSP_Summary_Schedules.pdf)

	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121  
UPN:

TASK ORDER #: OSP-02-002  
DATE:

Program/Project/Office: CDM Support for X-37 Project

**TASK DESCRIPTIONS:**

The contractor (PWI) shall perform the following tasks in support of the X-37 Project:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
  - Act as the PCB Administrator (Secretariat) per MWI 8040.2
  - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
  - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the X-37 CM Plan.
  - Provide support to project to define CM requirements for contract SOWs and CM Data Requirements.
  - Review and evaluate CM-related data deliverables when received by the project.
  - Provide training to Project Personnel for CM processes.
2. Perform CM audits per MWI 8040.7 or appropriate program documents (for in-house and contractor activities).
  - Provide support for on-site contractor Audits, deliver Audit Report
3. Provide Data Manager (DM) to the X-37 Program/Project to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
  - Maintain a DM Plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
  - Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
  - Provide support to define DM requirements for contract Statement of Work and DM Data Requirements.
  - Review DM-related data deliverables when received by the project.
  - Support Records Management planning as defined in the DMP.
  - Provide training to Project personnel for DM processes.

Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.

Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent) using

8/29/03

PWI Sensitive Material

OSP-02-002.doc

**TASK ORDER**  
**CDM SERVICES CONTRACT**

ProjectLink or other tracking tools.

6. Develop Project Master List
  - Serve as Project Master List Custodian
7. Support administration of technical requirements and design reviews per MWI 8060.3:
  - Compile requirements and design review packages.
  - Perform Review Item Discrepancy (RID) coordinator functions.
  - Support independent CDM reviews as required.
  - Draft X-37 Review plan for FCA/PCA
8. Implement the OSP CDM ProjectLink interface.
  - Provide training and instructions to all program/project personnel on CDM process.
9. Provide document integration services to contractor documents to be loaded into ProjectLink.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

1/15/2004 Draft X-37 Review plan for FCA/PCA  
2/2004 Review CM Plan.  
2/2004 Review DM Plan.  
8/2004 Review CM Plan.  
8/2004 Review DM Plan.

for up to date X-37 review schedule go to  
[http://ospinonet.nasa.gov/schedules/x37\\_schedule.pdf](http://ospinonet.nasa.gov/schedules/x37_schedule.pdf)

CWC:

WBS: 1.3:

PERIOD OF PERFORMANCE: 9/01/03 – 8/31/04

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost  
Control and Customer Satisfaction

8/29/03

PWI Sensitive Material

OSP-02-002.doc

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121  
UPN:

TASK ORDER #: OSP-02-003  
DATE:

Program/Project/Office: OSP Program Integration Office (UP50) CDM Support (PIO)

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks to provide CDM support to the Orbital Space Plane (OSP) Program Integration Office. This task order contains CDM oversight support to the Boeing, Lockheed, Northrop, and OSC contract managers.

PWI will perform the following tasks:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
    - Act as the PCB Administrator (Secretariat) per MWI 8040.2
    - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
    - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the Program CM Requirements or Plan.
    - Provide support to project to define CM requirements for contract SOW's and CM Data Requirements.
    - Review CM related data deliverables when received by the project.
    - Provide training to Project Personnel for CM processes.
  2. Provide Data Management (DM) support to the Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements to accommodate all external and internal DM interfaces.
    - Provide a Data Manager to the PIO Project Office (LOCKHEED, BOEING, NGO).
    - Maintain a DM plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
    - Administer the Document Control Process (DCP) (for non-configuration documentation) per DMP.
    - Provide support to project to define DM requirements for contract Statement of Work and DM Data Requirements.
    - Review DM-related data deliverables when received by the project.
    - Provide training to Project personnel for DM processes.
- Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.
- Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent)

8/26/03

PWI Sensitive Material

OSP-02-003.doc

**TASK ORDER**  
**CDM SERVICES CONTRACT**

5. Develop Project Master List
  - Serve as Project Master List Custodian
6. Support administration of technical requirements and design reviews per MWI 8060.3:
  - Compile requirements and design review packages
  - Compile Acceptance Data Packages (ADP's)
  - Perform Review Item Discrepancy (RID) coordinator functions
7. Coordinate updates to program/project DPD, DR, IDRD.
  - Support the COTR with their updates to the Data Requirements.
8. Implement the OSP CDM ProjectLink interface.
  - Provide training and instructions to all program/project personnel.
9. Provide training to other NASA centers on the DM processes as related to automation tool. The centers supported are LRC (TA-2), GRC (TA-3), KSC (TA-4), ARC (TA-5), and JSC (TA-9). (No travel is required.)

8/26/03

PWI Sensitive Material

OSP-02-003.doc

**TASK ORDER**  
**CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

3/2004    Review CDM plan for Boeing contract  
3/2004    Review CDM plan for Lockheed contract  
3/2004    Review CDM plan for NGO contract

FOR UPDATE TO SCHEDULES REFER TO  
[http://ospinonet.nasa.gov/schedules/contract\\_manage\\_schedule.pdf](http://ospinonet.nasa.gov/schedules/contract_manage_schedule.pdf)

WBS: 1.3	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
PERIOD OF PERFORMANCE: 9/01/03 – 8/31/04	

8/26/03

PWI Sensitive Material

OSP-02-003.doc

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #:OSP-02-005

DATE:

Program/Project/Office: CDM Support for DART

**TASK DESCRIPTIONS:**

The contractor (PWI) shall perform the following tasks in support of the DART Project: The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
  - Is the primary interface with the customer for the daily operations.
  - Orchestrates the setup and operations of the CDM system and audits for the project.
  - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
  - Identify and resolve technical programmatic issues related to CDM functions.
  - Responsible for the setup and implementation of the CDM system for the assigned project.
1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
    - Act as the CCB Administrator (Secretariat) per MWI 8040.2
    - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
    - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the DART CM Plan.
    - Provide support to project to define CM requirements for contract SOW's and CM Data Requirements.
    - Review and evaluate CM-related data deliverables when received by the project.
    - Provide training to Project Personnel for CM processes.
  2. Perform CM audits per MWI 8040.7 or appropriate program documents (for in-house and contractor activities).
    - Provide support for on-site contractor Audits, deliver Audit Report
    - Support of the FCA/PCA/NEQA Audits at Dulles and provide audit results.
  3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
    - Maintain a DM Plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3. using ProjectLink.
  - Provide support to define DM requirements for Contract Statement of Work and DM Data Requirements.
  - Review DM-related data deliverables when assigned by the project.
  - Support Records Management planning as defined in the DMP.
  - Provide training to Project personnel for DM processes.
4. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied. Prepare DRLs using information supplied by the DART Project.
5. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent) using ProjectLink or other tracking tools. Provide DR status at project meetings and reviews.
6. Develop Project Master List
- Serve as Project Master List Custodian
7. Support administration of technical requirements and design reviews per MWI 8060.3:
- Compile requirements and design review packages
  - Support Design Reviews, perform Review Item Discrepancy (RID) coordinator functions
  - Maintain Action item log
  - Support independent CDM reviews as required.
8. Implement the OSP CDM ProjectLink interface.
- Provide training and instructions to all program/project personnel on CDM process.
9. Provide document integration services to contractor documents to be loaded into ProjectLink.
10. Provide CDM Project Lead to coordinate CDM tasks with PWI Team Lead and ED43 Team lead:
- Resolve CDM issues for DART project
  - Provide the DART Data Manager
  - Review data items for compliance with contract requirements.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

11/2003	Review DART CDM Plan.
12/2003	Audit Plan for CM system Audit at OSC
1/2004	Preship Review Plan
1/2004	input to MRR plan
2/2004	input to FRR plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

TASK ORDER #: OSP-02-006R1  
DATE: 12/04/2003 12-18-03

TRACT #: NAS8-01121

m/Project/Office: DM Support for PEO SEI&O

**DESCRIPTIONS:**

- The contractor shall perform the tasks to provide DM Support to OSP Project and Engineering Office (PEO), Systems Engineering Integration and Operations Office (SEI&O) (UP50) at MSFC. The contractor shall provide the CDM project lead functions. These include:
  - Responsible for both configuration and data management system and operations of the assigned project.
  - Is the primary interface with the customer for the daily operations.
  - Orchestrates the setup and operations of the CDM system and audits for the project.
  - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
  - Identify and resolve technical programmatic issues related to CDM functions.
  - Responsible for the setup and implementation of the CDM system for the assigned project.
- Provide Data Management (DM) support to the SEI&O Manager to define, implement, and maintain a project DM system that complies with SEI&O Office unique requirements and accommodate all SEI&O Office external and internal DM interfaces.
- Administer the Document Control Process (DCP) (for SEI&O documentation) per MPG 7120.3.
- Using Project Link.
- Review data deliverables when assigned by the project.
- Develop records plan and implement Records Management planning as defined in the OSP Program DMP.
- Provide training and instructions to all program/project personnel on CDM process.
- Track and receive deliverable contractor data per the project DPD, IDRD, and DRL (or equivalent) using Project Link or other tracking data bases, load into Project Link, initiate the DR workflow for evaluation and approval.
- Perform CDM SEI&O Project Lead tasks to coordinate CDM tasks with PEO/ SEI&O.
- Act as the Secretariat for the SEI&O Engineering Review Board (ERB) and maintain an ERB Plan. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
- Attend SEI&O meetings/telecons and track action items and generate minutes.
- Prepare and deliver monthly data status reports to the project.

OSP-02-006R1.doc

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The reason for revision 1 is to add 1.0 Sr. CDM Specialist FTE to support additional CM & DM activities requested by the project.

**SCHEDULE AND/OR MILESTONES:**

1/2004 SEI&O Engineering Review Board (ERB) Plan  
7/2004 Review SEI&O ERB Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

1/2004 SE&I Engineering Review Board (ERB) Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121  
UPN:

TASK ORDER #: OSP-02-006  
DATE:

Program/Project/Office: DM Support for PIO SE&I

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks to provide DM Support to OSP Program Integration Office (PIO), Systems Engineering and Integration Office (SE&I) (UP50) at MSFC. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
  - Is the primary interface with the customer for the daily operations.
  - Orchestrates the setup and operations of the CDM system and audits for the project.
  - Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
  - Identify and resolve technical programmatic issues related to CDM functions.
  - Responsible for the setup and implementation of the CDM system for the assigned project.
1. Provide Data Management (DM) support to the SE&I Manager to define, implement, and maintain a project DM system that complies with SE&I Office unique requirements and accommodate all SE&I Office external and internal DM interfaces.
    - Administer the Document Control Process (DCP) (for SE&I documentation) per MPG 7120.3. Using Project Link.
    - Review data deliverables when assigned by the project.
  2. Track and receive deliverable contractor data per the project DPD, IDRD, and DRL (or equivalent) using Project Link or other tracking data bases, load into Project Link, initiate the DR workflow for evaluation and approval.
  3. Perform CDM SE&I Project Lead tasks to coordinate CDM tasks with PIO/SE&I. Act as the Secretariat for the SE&I Engineering Review Board (ERB)
  4. Attend SE&I meetings and track action items and generate minutes.
  5. Prepare and deliver monthly data status reports to the project.

DNS

8/26/03

PWI Sensitive Material

OSP-02-006.doc

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-430-04-00

TASK ORDER #: SD20-02-001

DATE: 8-29-03

Program/Project/Office: CDM Support for Solar-B

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the SOLAR-B project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed as needed. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the Solar-B CCBs in accordance with MWI 8040.2. Secretariat responsibilities include:
  - Maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
  - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track CCBD actions to completion
  - Provide CCB Change Evaluations to higher-level board as applicable
  - Aid project to submit proposed changes to higher level boards as applicable
4. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed as needed. Outstanding changes will be incorporated at that time.
5. Administer the Document Control Process (DCP) for non-configuration documentation (MPG 7120.3).
6. Maintain the master change file, Program Control Number (PCN) file.
7. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
8. Serve as the Master List custodian in accordance with MPG 7120.3.
9. Support administration of Technical/Design Reviews.
10. Organize and post design review data-packs.
11. Provide secretariat and administrative support to the SOLAR-B Verification process to include:
  - Distribution of verification packages to reviewers, collecting evaluations.
  - Record results in verification closure matrix, distribution verification packages to records.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

12. Provide the services of web site librarians, master list custodians, data/document entry and retrieval as necessary to support an electronic implementation of all data and documents.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Quality records will be maintained IAW MPG 1440.2 in the electronic form on the web site.

SCHEDULE AND/OR MILESTONES:

1. September, 2003 -Review CM Plan
2. September 2003 -Review DM Plan.
3. March 2004 -Review CM Plan
4. March 2004 -Review DM Plan.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-1785-20-13

TASK ORDER # SD20-02-003

DATE: 8-29-03

Program/Project/Office: CDM Support for GLAST Burst Monitor

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to GLAST Burst Monitor (GBM) project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the GBM CCBs in accordance with MWI 8040.2. Secretariat responsibilities include:
  - Maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
  - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track CCBD actions to completion
  - Provide CCB Change Evaluations to higher-level board as applicable
  - Aid project to submit proposed changes to higher level boards as applicable
4. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
5. Maintain the master change file, Program Control Number (PCN) file.
6. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
7. Support administration of Technical/Design Reviews.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

Special Instructions:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

All Project technical reviews contained in the milestones are subject to Project schedules.

Schedule and/or Milestones:

October 2003	Perform CDM Tasks for Ground Systems Critical Design Review
December 2003	Perform CDM Tasks for Detector and Power Box Critical Design Review
January 2004	Perform CDM Tasks for GBM Systems Critical Design Review

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction.
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 210-10-50

TASK ORDER #: SD30-02-003

DATE: 8-29-03

Program/Project/Office: CDM Support for GP-B

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to support the Gravity Probe-B (GP-B) project. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
- Is the primary interface with the customer for the daily operations.
- Orchestrates the setup and operations of the CDM system and audits for the project.
- Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
- Identify and resolve technical programmatic issues related to CDM functions.
- Responsible for the setup and implementation of the CDM system for the assigned project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project-unique requirements and accommodates all external and internal CM interfaces.
2. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the GP-B CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - Maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
  - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track CCB actions to completion
  - Provide CCB Change Evaluations to higher-level board as applicable
  - Aid project to submit proposed changes to higher level boards as applicable
4. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.  
Administer the Document Control Process (DCP) for non-configuration documentation (MPG

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- 7120.3).
6. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
7. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
8. Maintain the master change file, Program Control Number (PCN) file.
9. Support Records Management planning.
10. Provide training to Project Personnel for CM processes.
11. Provide training to Project Personnel for DM processes.
12. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
13. Review CM-related data deliverables when received by the project.
14. OPR for Contract Surveillance Plan (GPB-PLAN-2001).
15. Verification Control Board Secretariat (GPB-PLAN-2001).
16. Support CM functions at Technical Interchange Meetings, Acceptance Reviews, or Pre-Ship Reviews.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2

**SCHEDULE AND/OR MILESTONES:**

September 2003 - Review CM Plan  
September 2003– Review DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, 1.1, 1.3, Cost Control, and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/2003 – 8/31/2004	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 210-10-50

TASK ORDER #: SD30-02-003R1

DATE:

Program/Project/Office: CDM Support for GP-B

**TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to support the Gravity Probe-B (GP-B) project. The contractor shall provide the CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
- Is the primary interface with the customer for the daily operations.
- Orchestrates the setup and operations of the CDM system and audits for the project.
- Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
- Identify and resolve technical programmatic issues related to CDM functions.
- Responsible for the setup and implementation of the CDM system for the assigned project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the GP-B CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - Maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
  - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track CCB actions to completion
  - Provide CCB Change Evaluations to higher-level board as applicable
  - Aid project to submit proposed changes to higher level boards as applicable
4. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
5. Administer the Document Control Process (DCP) for non-configuration documentation (MPG

**TASK ORDER**  
**CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2

The reason for revision 1 is to extend the Sr. CDM Specialist support through May 2004 per the project manager's request.

SCHEDULE AND/OR MILESTONES:

September 2003 - Review CM Plan

September 2003- Review DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, 1.1, 1.3, Cost Control, and Customer Satisfaction
WBS: 1.3 <i>2-20-04</i>	
Period of Performance: <del>9/1/2003</del> - 8/31/2004	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121  
UPN:

TASK ORDER #: SD40-02-001  
DATE:

Program/Project/Office: CDM Support for SD40 MSAD Projects

**1.0 MSRR-1 PROJECT**

**1.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the MSRR-1 project.

The contractor shall provide Configuration Management (CM) and Data Management (DM) related support to the MSRR-1 Project. Specific tasks include:

1. Support the MSRR-1 Secretariat with the maintenance of the Configuration Management Plan and review in-house and contractor plans and documentation for appropriate CM requirements inclusion.
2. Support the MSRR-1 Level III and Level IV CCB Secretariat as follows:
  - a. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
  - b. Maintain the master change file, Program Control Number (PCN) file.
  - c. Account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Support the compilation of Acceptance Data Packages (ADP)
4. Maintain reference files of project data.
5. Provide DM support to the Project Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
6. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
7. Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.
8. Provide training to Project personnel for DM processes.
9. Track and receive remaining deliverable data per the project DPD, IDRD, and DRL.
10. Serve as the Master List custodian in accordance with MPG 7120.3.
11. Create and maintain program/project library (reference data).
12. Attend MSRR-1 PDT and record minutes (i.e., issues, actions and announcements).
13. Track the remaining open RIDS from the IPL-CDR.

**1.2 SDOS DATA PACKAGE:**

Review proposed SDOS task order, identify MSFC controlled technical data (in a list) to support the task order, coordinate the list with project manager. After project approval, gather, collect and transmit

**TASK ORDER**  
**CDM SERVICES CONTRACT**

technical information to support the engineering activities in the project as implemented in the SDOS contract task order. The data provided is to use existing media and formats (either computer or paper). This task does not include converting existing media to electronic files.

**1.3 SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2

**1.4 MILESTONES:**

September 2003 - Review DM Plan  
September 2003 - Review CM Plan  
March 2004 – Review DM Plan  
March 2004 – Review CM Plan

**) QMI PROJECT**

**2.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the QMI project.

The contractor shall provide Configuration Management (CM) and Data Management (DM) related support to the QMI Project. The contractor shall provide the QMI CDM project lead functions. These include:

- Responsible for both configuration and data management system and operations of the assigned project.
- Is the primary interface with the customer for the daily operations.
- Orchestrates the setup and operations of the CDM system and audits for the project.
- Keeps team members and management, including Team Lead informed of achievements and challenges for the life of the project.
- Identify and resolve technical programmatic issues related to CDM functions.
- Responsible for the setup and implementation of the CDM system for the assigned project.

Specific tasks include:

Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time and review in-house and

**TASK ORDER**  
**CDM SERVICES CONTRACT**

contractor plans and documentation for appropriate CM requirements inclusion.

2. Provide a Secretariat for the QMI CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
  - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track CCBD actions to completion
  - Provide CCB Change Evaluations to higher-level board as applicable
  - Aid project to submit proposed changes to higher level boards as applicable
3. Provide CM support to the FCA/PCA in accordance with MWI 8040.6
4. Support the compilation of Acceptance Data Packages (ADP)
5. Maintain reference files of project data.
6. Support technical and design reviews by compiling the data package, administering the RID system and tracking RIDs to closure, and providing the Pre-Board/Board minutes.
7. Provide training to Project personnel for CM processes.
8. Provide DM support to the Project Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
9. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
10. Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.
11. Provide training to Project personnel for DM processes.
12. Track and receive deliverable data per the project DPD, IDRD, and DRL.
13. Serve as the Master List custodian in accordance with MPG 7120.3.
14. Create and maintain program/project library (reference data).

## 2.2 SDOS DATA PACKAGE:

Review proposed SDOS task order, identify MSFC controlled technical data (in a list) to support the task order, coordinate the list with project manager. After project approval, gather, collect and transmit technical information to support the engineering activities in the project as implemented in the SDOS contract task order. The data provided is to use existing media and formats (either computer or paper). This task does not include converting existing media to electronic files.

## 2.3 SPECIAL INSTRUCTIONS:

**TASK ORDER**  
**CDM SERVICES CONTRACT**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2

**2.4 MILESTONES:**

September 2003 - Review DM Plan  
November 2003 - Perform CDM tasks for the Delta CDR  
March 2004 - Review DM Plan

**1 MSG/G-LIMIT PROJECT**

**3.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to support the Microgravity Science Glovebox (MSG) Projects and the G-Limit Project.

15. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
16. Provide CM support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
17. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
18. Provide a Secretariat for the G-Limit and MSG CCBs in accordance with MWI 8040.2. Secretariat responsibilities include:
  - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
- Track CCBD actions to completion
- Provide CCB Change Evaluations to higher-level board as applicable
- Aid project to submit proposed changes to higher level boards as applicable

19. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.

**3.2 SDOS DATA PACKAGE:**

Review proposed SDOS task order, identify MSFC controlled technical data (in a list) to support the task order, coordinate the list with project manager. After project approval, gather, collect and transmit technical information to support the engineering activities in the project as implemented in the SDOS contract task order. The data provided is to use existing media and formats (either computer or paper). This task does not include converting existing media to electronic files.

**3.3 SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

**3.4 MILESTONES:**

January 2004 - Review CM Plan  
January 2004 - Review DM Plan  
July 2004 - Review CM Plan  
July 2004 - Review DM Plan

**4.0 OPCGA PROJECT**

**4.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the OPCGA Project CDM support.

1. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
2. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
4. Provide a Secretariat for the OPCGA CCB in accordance with MWI 8040.2. Secretariat

**TASK ORDER**  
**CDM SERVICES CONTRACT**

responsibilities include:

- Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
  - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track CCBD actions to completion
  - Provide CCB Change Evaluations to higher-level board as applicable
  - Aid project to submit proposed changes to higher level boards as applicable
5. Provide secretariat and administrative support to the OPCGA Verification Control Board (VCB) utilizing the VRC to include:
- Distribution verification packages to VCB members
  - Collecting VCB evaluations
  - Working with verification managers to define disposition for VCB
  - Preparing agendas for VCB meetings
  - Recording VCB minutes
  - Writing draft directives of VCB disposition of verification packages
  - Recording results in a verification closure matrix
  - Distributing VCB packages to records
  - Uploading of electronic VCB data into the OPMS web site/server
  - Transfer of electronic VCB files between partitions on OPMS
  - Provide librarian services for VCB OPMS users
6. Support major design/technical reviews utilizing the automated Review Item Discrepancy (RID) system.
7. Develop Project Master List and serve as Master List Custodian (MPG 7120.3).

**4.2 SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2 in the electronic form on the web site.

**4.3 MILESTONES:**

October 2003 - Review CM Plan  
April 2004 – Review CM Plan

**TASK ORDER**  
**CDM SERVICES CONTRACT**

April 2004 - Perform CDM tasks for Pre-ship Review

**5.0 MSAD DATA MANAGEMENT SUPPORT**

**5.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3.2 and 1.3.3 of this contract to provide Data Management support to the Microgravity Science and Applications Department (MSAD). Specific tasks are defined below:

1. Provide Data Management (DM) support to the Microgravity Science and Applications Department (MSAD) Manager and Group Leads to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
2. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the MSAD Manager and Group Leads Document Control Boards. Secretariat responsibilities include:
  - Create and maintain CCB charter memos; coordinate approval and distribute
  - Receive and process change packages
  - Coordinate assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for DCB
  - Prepare and distribute DCB agendas and minutes and administer the DCB meetings
  - Prepare DCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track DCB Directives and actions to completion

Note: This includes support of the Document Configuration Control Boards (DCCB) as well as Discipline Control Boards in SD41.

4. Establish a tracking system using an Excel spreadsheet that accomplishes the following:
  - contains all DCB action items
  - reflects all baselined documents and their current revision
  - reflects the latest released documentation maintained in the MSAD Quality Records Files.
5. Assign document numbers for MSAD generated documents in accordance with the MSAD DMP. Assure that this documentation adheres to the requirements of MWI 7120.4

**5.2 SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Records will be maintained IAW MPG 1440.2 in the electronic form on the web site.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**5.3 SCHEDULE AND/OR MILESTONES:**

December 2003 – Review DM Plan  
June 2004 – Review DM Plan

**6.0 CDM SUPPORT FOR BIC, Delta-L, PEP, CGH, GEDS, SHIVA, and RDGS**

**6.1 TASK DESCRIPTIONS:**

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the BIC, Delta-L, PEP, CGH, GEDS, SHIVA, and RDGS Projects CDM support.

1. Prepare and maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
2. Prepare and maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
4. Support the SHIVA Secretariat with the maintenance of the Configuration Management Plan and review in-house and contractor plans and documentation for appropriate CM requirements inclusion.
5. Support the SHIVA CCB Secretariat as follows:
  - a. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
  - b. Maintain the master change file, Program Control Number (PCN) file.
  - c. Account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
6. Provide a Secretariat for BIC, Delta-L, PEP, CGH, GEDS, and RDGS, CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
  - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
  - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
  - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
  - Coordinate with project for assignment of CPE and evaluators
  - Distribute change packages for review, coordinate with CPE and schedule for CCB
  - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
  - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
  - Track CCBD actions to completion
  - Provide CCB Change Evaluations to higher-level board as applicable
  - Aid project to submit proposed changes to higher level boards as applicable
7. Provide DM support to the Project Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all

**TASK ORDER**  
**CDM SERVICES CONTRACT**

external and internal DM interfaces.

8. Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.

**6.2 SPECIAL INSTRUCTIONS:**

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

**6.3 SCHEDULE AND/OR MILESTONES:**

October 2003	- Perform CDM tasks for GEDS RDR
October 2003	- PEP/CGH Develop DM Plan
October 2003	- PEP/CGH Develop CM Plan
November 2003	- Delta-L, Review CM Plan
November 2003	- Delta-L, Review DM Plan
April 2004	- PEP/CGH Review DM Plan
April 2004	- PEP/CGH Review CM Plan
May 2004	- Delta-L, Review CM Plan
May 2004	- Delta-L, Review DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/03 – 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

TASK ORDER: TD07-02-002R2

UPN: 62-721-26-01

DATE: 1-7-04

Program/Project/Office: Configuration and Data Management (CDM) Support for NGLT Projects

**TASK DESCRIPTIONS:**

The contractor shall perform tasks to provide CDM support to the Next Generation Launch Technology (NGLT) Propulsion Technology Projects Office projects and the Launch Systems Technology Office subprojects and elements. This task order contains CDM support to Rocket Engine Prototype (REP), Rocket Based Combined Cycle/Integrated System Test of an Air breathing Rocket (RBCC/ISTAR), Integrated Powerhead Demonstrator (IPD), Auxiliary Propulsion (AP), and the Propulsion Technology and Integration (PT&I) projects; the X-43C Booster & Launch Services Subproject of the X-43C Demonstrator Project; and the Technology Flight Demonstrations (TFD) Subproject of the Vehicle Systems Research & Technology (R&T) Project. PWI will perform the following tasks, as required, for NGLT WBS 2.1, 2.2, 2.4, 2.5, 2.7, 4.1.2, and 4.3.7:

1. The contractor shall provide the CDM project lead functions, except for RBCC. These include:
  - Responsible for both configuration and data management system and operations of the assigned project.
  - The primary interface with the customer for daily operations.
  - Orchestrate the setup and operations of the CDM system and audits for the project.
  - Keep team members and management, including Team Lead informed of achievements and challenges for the life of the project.
  - Identify and resolve technical programmatic issues related to CDM functions.
  - Responsible for the setup and implementation of the CDM system for the assigned project.
2. Provide hardware and software Configuration Management (CM) support to define, implement, and maintain a project CM System that complies with NASA, MSFC MPG 8040.1, and project unique requirements and to accommodate all external and internal CM interfaces including:
  - Generate and maintain a CM Plan per MWI 8040.1. Review the plan every six months, identify changes, and update the plan.
  - Support the identification/definition of the technical configuration documentation.
  - Act as the Project Control Board (PCB) Administrator (Secretariat) per MWI 8040.2.
  - Process and account for changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
  - Process and account for program, contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Plan.
  - Support administration of audits per MWI 8040.6.
    - Perform CM System audits per MWI 8040.7 and certify the CM System.
    - Provide support to define CM requirements for contract Statement of Works (SOWs)

**TASK ORDER**  
**CDM SERVICES CONTRACT**

and CM Data Requirements.

- Review CM-related data deliverables.
  - Provide training to Project personnel for CM processes.
  - Provide presentations to project personnel on CM processes.
3. Provide the Secretariat for the Project Control Board (PCB) in accordance with MWI 8040.2. Secretariat responsibilities include:
- Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
  - Create and maintain PCB charter letter and Effectivity Sheets; coordinate through project approval and distribute.
  - Receive CR, ECR, ECP, and DAR change packages; check for completeness; and acquire PCN numbers.
  - Coordinate with subproject for assignment of CPE and evaluators.
  - Distribute change packages for review, coordinate with CPE and schedule for PCB.
  - Prepare and distribute PCB agendas and minutes and administer the PCB meetings.
  - Prepare Control Board Directives (CBDs) or PCB Change Evaluations (CEs) and obtain PCB member signatures.
  - Provide PCB Change Evaluations to higher-level board as applicable.
  - Aid project to submit proposed changes to higher level boards as applicable.
  - Support administration of special topics brought to the PCB.
4. Support administration of Requirements and Design Reviews per MWI 8060.3:
- Perform Review Item Discrepancy (RID) or Action Item Coordinator functions: coordinate the set-up of an appropriate RID or Action Item processing/tracking system; input/track RIDs or Action Items from submission through closure; and provide status reports, as required.
  - Compile requirements and design review packages.
5. Support administration of the Acceptance Review:
- Compile Acceptance Data Package (ADP).
  - Review CM-related sections of the ADP.
  - Perform final CDM evaluation to ensure the readiness of accepting the end items.
6. Provide Data Management (DM) support to define, implement, and maintain a project DM System that complies with NASA, MSFC MPG 7120.3, and project unique requirements and to accommodate all external and internal DM interfaces including:
- Generate and maintain a DM Plan per MWI 7120.5. Review the plan every six months, identify changes, and update the plan.
  - Administer the Document Control Process (DCP) through the PCB for non-configuration documentation.
  - Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied per MWI 7120.2.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- Provide support to project to define DM requirements for contract SOWs and DM Data Requirements (DRs) per MWI 7120.2.
- Coordinate updates to project DPD, DRL, and IDRD.
- Revise, delete and add to each project, as requested by the project.
- Track and receive deliverable data per the project DPD, IDRD, and DRL using the Space Transportation Information Network (STIN) automated system.
- Develop Project Master List per MPG 7120.3 through the STIN database and associated Excel spreadsheets and serve as the Project Master List Custodian.
- Review DM-related data deliverables.
- Perform DM System audits and certify the DM System.
- Support Records Management planning.
- Provide training to Project personnel for DM processes.
- Provide presentations to project personnel on DM processes.

7. Support the development of a project closure package and support the project closure process.

8. Provide CDM process requirements to STIN Administrator; implement the NGLT CDM Project on STIN; and support the migration of data from PDS/VRC to STIN.

PWI will perform the following unique tasks for PT&I Project, WBS 2.7 and Technology Flight Demonstrations Subproject, WBS 4.3.7:

9. Administer the project/subproject activity as the Technical Interchange Meeting (TIM) secretariat by providing minutes, documenting as a minimum any issues, agreements and actions items and perform action item tracking utilizing STIN

10. The contractor shall perform the following unique Data Management (DM) tasks in support of the Next Generation Launch Technology (NGLT) Projects Office:

- Provide support for Project Integration, especially integration of Program and Center processes and documentation requirements and coordination and preparation for Center Program Management Council (PMC)s.
- Facilitate project documentation as necessary, including project specific and common project documentation.
- Interface with the NGLT Program Integration Team and represent NGLT Projects Office in the integration of inputs for Center Implementation Plan based upon NGLT Program Plan and milestones.
- Maintain the STIN database of the NGLT Projects Office including the integration of information across Projects and Tasks. Provide reports as necessary to TD and ED management.
- Generate and maintain action item log and coordinate responses for NGLT Projects Office. The log will Program, Center and other sources.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

---

- Facilitate Center Executive Summary and Metrics Reporting by collecting and integrating monthly responses.
- Interface with TD Integration Office as required.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The reason for revision 2 is to add 1.0 Sr. CDM Specialist FTE, Jan. 1 – Aug. 31, 2004 to support the NGLT Projects Office.

**SCHEDULE AND/OR MILESTONES:**

**REP**

01/2004 – Review, identify changes, and deliver revised PCB charter letter  
02/2004 – Review, identify changes, and deliver revised separate CM Plan and DM Plan  
04/2004 - Conduct CM/DM System Audit  
06/2004 – Review, identify changes, and deliver revised DM Plan  
06/2004 – Review, identify changes, and deliver revised CM Plan  
07/2004 – RS-84 Engine System CDR

**D**

01/2004 – Review, identify changes, and deliver revised PCB charter letter  
02/2004 – Review, identify changes, and deliver revised DM & CM sections  
08/2004 – Review, identify changes, and deliver revised DM & CM sections

**AP**

09/2003 – Deliver draft CM sections  
12/2003 – Review, identify changes, and deliver revised DM sections  
02/2004 – Review, identify changes, and deliver revised PCB charter letter  
03/2004 – Review, identify changes, and deliver revised CM sections  
06/2004 – Review, identify changes, and deliver revised DM sections  
07/2004 – Aerojet Prototype RCE CDR

**PT&I**

11/2003 – Review, identify changes, and deliver revised PCB charter letter  
12/2003 – Review, identify changes, and deliver revised DM Plan  
01/2004 – Deliver draft CM Plan  
06/2004 – Review, identify changes, and deliver revised DM Plan  
07/2004 – Review, identify changes, and deliver revised CM Plan

**TFD**

1/2003 - Quarterly Review  
2/2003 - Wallops TIM

**TASK ORDER**  
**CDM SERVICES CONTRACT**

12/2003 - Deliver draft DM and CM Addendums  
01/2004 - Review, identify changes, and deliver revised PCB charter letter  
01/2004 - Sandia TIM  
02/2004 - PDR  
03/2004 - Program Quarterly  
04/2004 - Subproject TIM  
06/2004 - Wallops TIM  
06-2004 - Review, identify changes, and deliver revised DM & CM addendums  
08/2004 - CDR

**X-43C**

10/2003 - Deliver draft CM Plan  
11/2003 - Deliver draft DM Plan  
05/2004 - Review, identify changes, and deliver revised DM Plan  
06/2004 - Review, identify changes, and deliver revised CM Plan  
07/2004 - SRR

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
3S: 1.3	
PERIOD OF PERFORMANCE: 9/1/03 - 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN:

TASK ORDER: TD07-02-002R1

DATE: 12-18-03

Program/Project/Office: Configuration and Data Management (CDM) Support for NGLT Projects

**TASK DESCRIPTIONS:**

The contractor shall perform tasks to provide CDM support to the Next Generation Launch Technology (NGLT) Propulsion Technology Projects Office projects and the Launch Systems Technology Office subprojects and elements. This task order contains CDM support to Rocket Engine Prototype (REP), Rocket Based Combined Cycle/Integrated System Test of an Air breathing Rocket (RBCC/ISTAR), Integrated Powerhead Demonstrator (IPD), Auxiliary Propulsion (AP), and the Propulsion Technology and Integration (PT&I) projects; the X-43C Booster & Launch Services Subproject of the X-43C Demonstrator Project; and the Technology Flight Demonstrations (TFD) Subproject of the Vehicle Systems Research & Technology (R&T) Project. PWI will perform the following tasks, as required, for NGLT WBS 2.1, 2.2, 2.4, 2.5, 2.7, 4.1.2, and 4.3.7:

1. The contractor shall provide the CDM project lead functions, except for RBCC. These include:
  - Responsible for both configuration and data management system and operations of the assigned project.
  - The primary interface with the customer for daily operations.
  - Orchestrate the setup and operations of the CDM system and audits for the project.
  - Keep team members and management, including Team Lead informed of achievements and challenges for the life of the project.
  - Identify and resolve technical programmatic issues related to CDM functions.
  - Responsible for the setup and implementation of the CDM system for the assigned project.
2. Provide hardware and software Configuration Management (CM) support to define, implement, and maintain a project CM System that complies with NASA, MSFC MPG 8040.1, and project unique requirements and to accommodate all external and internal CM interfaces including:
  - Generate and maintain a CM Plan per MWI 8040.1. Review the plan every six months, identify changes, and update the plan.
  - Support the identification/definition of the technical configuration documentation.
  - Act as the Project Control Board (PCB) Administrator (Secretariat) per MWI 8040.2.
  - Process and account for changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
  - Process and account for program, contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Plan.
  - Support administration of audits per MWI 8040.6.
    - Perform CM System audits per MWI 8040.7 and certify the CM System.
    - Provide support to define CM requirements for contract Statement of Works (SOWs)

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- and CM Data Requirements.
  - Review CM-related data deliverables.
  - Provide training to Project personnel for CM processes.
  - Provide presentations to project personnel on CM processes.
3. Provide the Secretariat for the Project Control Board (PCB) in accordance with MWI 8040.2. Secretariat responsibilities include:
- Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
  - Create and maintain PCB charter letter and Effectivity Sheets; coordinate through project approval and distribute.
  - Receive CR, ECR, ECP, and DAR change packages; check for completeness; and acquire PCN numbers.
  - Coordinate with subproject for assignment of CPE and evaluators.
  - Distribute change packages for review, coordinate with CPE and schedule for PCB.
  - Prepare and distribute PCB agendas and minutes and administer the PCB meetings.
  - Prepare Control Board Directives (CBDs) or PCB Change Evaluations (CEs) and obtain PCB member signatures.
  - Provide PCB Change Evaluations to higher-level board as applicable.
  - Aid project to submit proposed changes to higher level boards as applicable.
  - Support administration of special topics brought to the PCB.
4. Support administration of Requirements and Design Reviews per MWI 8060.3:
- Perform Review Item Discrepancy (RID) or Action Item Coordinator functions: coordinate the set-up of an appropriate RID or Action Item processing/tracking system; input/track RIDs or Action Items from submission through closure; and provide status reports, as required.
  - Compile requirements and design review packages.
5. Support administration of the Acceptance Review:
- Compile Acceptance Data Package (ADP).
  - Review CM-related sections of the ADP.
  - Perform final CDM evaluation to ensure the readiness of accepting the end items.
6. Provide Data Management (DM) support to define, implement, and maintain a project DM System that complies with NASA, MSFC MPG 7120.3, and project unique requirements and to accommodate all external and internal DM interfaces including:
- Generate and maintain a DM Plan per MWI 7120.5. Review the plan every six months, identify changes, and update the plan.
  - Administer the Document Control Process (DCP) through the PCB for non-configuration documentation.
  - Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied per MWI 7120.2.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- Provide support to project to define DM requirements for contract SOWs and DM Data Requirements (DRs) per MWI 7120.2.
- Coordinate updates to project DPD, DRL, and IDRD.
- Revise, delete and add to each project, as requested by the project.
- Track and receive deliverable data per the project DPD, IDRD, and DRL using the Space Transportation Information Network (STIN) automated system.
- Develop Project Master List per MPG 7120.3 through the STIN database and associated Excel spreadsheets and serve as the Project Master List Custodian.
- Review DM-related data deliverables.
- Perform DM System audits and certify the DM System.
- Support Records Management planning.
- Provide training to Project personnel for DM processes.
- Provide presentations to project personnel on DM processes.

7. Support the development of a project closure package and support the project closure process.

8. Provide CDM process requirements to STIN Administrator; implement the NGLT CDM Project on STIN; and support the migration of data from PDS/VRG to STIN.

I will perform the following unique tasks for PT&I Project, WBS 2.7 and Technology Flight Demonstrations Subproject, WBS 4.3.7:

9. Administer the project/subproject activity as the Technical Interchange Meeting (TIM) secretariat by providing minutes, documenting as a minimum any issues, agreements and actions items and perform action item tracking utilizing STIN

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

The reason for revision 1 is to add 0.35 Sr. Engineer FTE to cover the balance of the NGLT team lead estimate not previously covered under the NGLT program and project task orders.

**SCHEDULE AND/OR MILESTONES:**

**REP**

01/2004 – Review, identify changes, and deliver revised PCB charter letter  
02/2004 – Review, identify changes, and deliver revised separate CM Plan and DM Plan  
04/2004 - Conduct CM/DM System Audit  
06/2004 – Review, identify changes, and deliver revised DM Plan  
06/2004 – Review, identify changes, and deliver revised CM Plan  
07/2004 – RS-84 Engine System CDR

01/2004 – Review, identify changes, and deliver revised PCB charter letter  
02/2004 – Review, identify changes, and deliver revised DM & CM sections  
08/2004 – Review, identify changes, and deliver revised DM & CM sections

**AP**

09/2003 – Deliver draft CM sections  
12/2003 – Review, identify changes, and deliver revised DM sections  
02/2004 – Review, identify changes, and deliver revised PCB charter letter  
03/2004 – Review, identify changes, and deliver revised CM sections  
06/2004 – Review, identify changes, and deliver revised DM sections  
07/2004 – Aerojet Prototype RCE CDR

**PT&I**

11/2003 – Review, identify changes, and deliver revised PCB charter letter  
12/2003 – Review, identify changes, and deliver revised DM Plan  
01/2004 – Deliver draft CM Plan  
06/2004 – Review, identify changes, and deliver revised DM Plan  
07/2004 – Review, identify changes, and deliver revised CM Plan

**TFD**

2003 - Quarterly Review  
2003 - Wallops TIM  
12/2003 - Deliver draft DM and CM Addendums

**TASK ORDER**  
**CDM SERVICES CONTRACT**

01/2004 - Review, identify changes, and deliver revised PCB charter letter  
 01/2004 - Sandia TIM  
 02/2004 - PDR  
 03/2004 - Program Quarterly  
 04/2004 - Subproject TIM  
 06/2004 - Wallops TIM  
 06-2004 - Review, identify changes, and deliver revised DM & CM addendums  
 08/2004 - CDR

X-43C

10/2003 - Deliver draft CM Plan  
 11/2003 - Deliver draft DM Plan  
 05/2004 - Review, identify changes, and deliver revised DM Plan  
 06/2004 - Review, identify changes, and deliver revised CM Plan  
 07/2004 - SRR

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	12.15.03
PERIOD OF PERFORMANCE: 9/1/03 - 8/31/04	

**TASK ORDER**  
**CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121  
UPN:

TASK ORDER: TD07-02-002  
DATE:

Program/Project/Office: Configuration and Data Management (CDM) Support for NGLT Projects

**TASK DESCRIPTIONS:**

The contractor shall perform tasks to provide CDM support to the Next Generation Launch Technology (NGLT) Propulsion Technology Projects Office projects and the Launch Systems Technology Office subprojects and elements. This task order contains CDM support to Rocket Engine Prototype (REP), Rocket Based Combined Cycle/Integrated System Test of an Air breathing Rocket (RBCC/ISTAR), Integrated Powerhead Demonstrator (IPD), Auxiliary Propulsion (AP), and the Propulsion Technology and Integration (PT&I) projects; the X-43C Booster & Launch Services Subproject of the X-43C Demonstrator Project; and the Technology Flight Demonstrations (TFD) Subproject of the Vehicle Systems Research & Technology (R&T) Project. PWI will perform the following tasks, as required, for NGLT WBS 2.1, 2.2, 2.4, 2.5, 2.7, 4.1.2, and 4.3.7:

1. The contractor shall provide the CDM project lead functions, except for RBCC. These include:
  - Responsible for both configuration and data management system and operations of the assigned project.
  - The primary interface with the customer for daily operations.
  - Orchestrate the setup and operations of the CDM system and audits for the project.
  - Keep team members and management, including Team Lead informed of achievements and challenges for the life of the project.
  - Identify and resolve technical programmatic issues related to CDM functions.
  - Responsible for the setup and implementation of the CDM system for the assigned project.
2. Provide hardware and software Configuration Management (CM) support to define, implement, and maintain a project CM System that complies with NASA, MSFC MPG 8040.1, and project unique requirements and to accommodate all external and internal CM interfaces including:
  - Generate and maintain a CM Plan per MWI 8040.1. Review the plan every six months, identify changes, and update the plan.
  - Support the identification/definition of the technical configuration documentation.
  - Act as the Project Control Board (PCB) Administrator (Secretariat) per MWI 8040.2.
  - Process and account for changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
  - Process and account for program, contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Plan.
  - Support administration of audits per MWI 8040.6.
    - Perform CM System audits per MWI 8040.7 and certify the CM System.
    - Provide support to define CM requirements for contract Statement of Works (SOWs)

**TASK ORDER**  
**CDM SERVICES CONTRACT**

and CM Data Requirements.

- Review CM-related data deliverables.
- Provide training to Project personnel for CM processes.
- Provide presentations to project personnel on CM processes.

3. Provide the Secretariat for the Project Control Board (PCB) in accordance with MWI 8040.2. Secretariat responsibilities include:

- Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
- Create and maintain PCB charter letter and Effectivity Sheets; coordinate through project approval and distribute.
- Receive CR, ECR, ECP, and DAR change packages; check for completeness; and acquire PCN numbers.
- Coordinate with subproject for assignment of CPE and evaluators.
- Distribute change packages for review, coordinate with CPE and schedule for PCB.
- Prepare and distribute PCB agendas and minutes and administer the PCB meetings.
- Prepare Control Board Directives (CBDs) or PCB Change Evaluations (CEs) and obtain PCB member signatures.
- Provide PCB Change Evaluations to higher-level board as applicable.
- Aid project to submit proposed changes to higher level boards as applicable.
- Support administration of special topics brought to the PCB.

4. Support administration of Requirements and Design Reviews per MWI 8060.3:

- Perform Review Item Discrepancy (RID) or Action Item Coordinator functions: coordinate the set-up of an appropriate RID or Action Item processing/tracking system; input/track RIDs or Action Items from submission through closure; and provide status reports, as required.
- Compile requirements and design review packages.

5. Support administration of the Acceptance Review:

- Compile Acceptance Data Package (ADP).
- Review CM-related sections of the ADP.
- Perform final CDM evaluation to ensure the readiness of accepting the end items.

6. Provide Data Management (DM) support to define, implement, and maintain a project DM System that complies with NASA, MSFC MPG 7120.3, and project unique requirements and to accommodate all external and internal DM interfaces including:

- Generate and maintain a DM Plan per MWI 7120.5. Review the plan every six months, identify changes, and update the plan.
- Administer the Document Control Process (DCP) through the PCB for non-configuration documentation.
- Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied per MWI 7120.2.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

- Provide support to project to define DM requirements for contract SOWs and DM Data Requirements (DRs) per MWI 7120.2.
- Coordinate updates to project DPD, DRL, and IDRD.
- Revise, delete and add to each project, as requested by the project.
- Track and receive deliverable data per the project DPD, IDRD, and DRL using the Space Transportation Information Network (STIN) automated system.
- Develop Project Master List per MPG 7120.3 through the STIN database and associated Excel spreadsheets and serve as the Project Master List Custodian.
- Review DM-related data deliverables.
- Perform DM System audits and certify the DM System.
- Support Records Management planning.
- Provide training to Project personnel for DM processes.
- Provide presentations to project personnel on DM processes.

7. Support the development of a project closure package and support the project closure process.

8. Provide CDM process requirements to STIN Administrator; implement the NGLT CDM Project on STIN; and support the migration of data from PDS/VRC to STIN.

WI will perform the following unique tasks for PT&I Project, WBS 2.7 and Technology Flight Demonstrations Subproject, WBS 4.3.7:

9. Administer the project/subproject activity as the Technical Interchange Meeting (TIM) secretariat by providing minutes, documenting as a minimum any issues, agreements and actions items and perform action item tracking utilizing STIN.

**TASK ORDER**  
**CDM SERVICES CONTRACT**

**SPECIAL INSTRUCTIONS:**

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

**SCHEDULE AND/OR MILESTONES:**

**REP**

01/2004 – Review, identify changes, and deliver revised PCB charter letter  
02/2004 – Review, identify changes, and deliver revised separate CM Plan and DM Plan  
04/2004 - Conduct CM/DM System Audit  
06/2004 – Review, identify changes, and deliver revised DM Plan  
06/2004 – Review, identify changes, and deliver revised CM Plan  
07/2004 – RS-84 Engine System CDR

**IPD**

01/2004 – Review, identify changes, and deliver revised PCB charter letter  
02/2004 – Review, identify changes, and deliver revised DM & CM sections  
03/2004 – Review, identify changes, and deliver revised DM & CM sections

**AP**

09/2003 – Deliver draft CM sections  
12/2003 – Review, identify changes, and deliver revised DM sections  
02/2004 – Review, identify changes, and deliver revised PCB charter letter  
03/2004 – Review, identify changes, and deliver revised CM sections  
06/2004 – Review, identify changes, and deliver revised DM sections  
07/2004 – Aerojet Prototype RCE CDR

**PT&I**

11/2003 – Review, identify changes, and deliver revised PCB charter letter  
12/2003 – Review, identify changes, and deliver revised DM Plan  
01/2004 – Deliver draft CM Plan  
06/2004 – Review, identify changes, and deliver revised DM Plan  
07/2004 – Review, identify changes, and deliver revised CM Plan

**TFD**

11/2003 - Quarterly Review  
12/2003 - Wallops TIM  
12/2003 - Deliver draft DM and CM Addendums  
01/2004 - Review, identify changes, and deliver revised PCB charter letter  
02/2004 - Sandia TIM  
02/2004 - PDR

**TASK ORDER**  
**CDM SERVICES CONTRACT**

03/2004 - Program Quarterly  
 04/2004 - Subproject TIM  
 06/2004 - Wallops TIM  
 06-2004 - Review, identify changes, and deliver revised DM & CM addendums  
 08/2004 - CDR

X-43C

10/2003 - Deliver draft CM Plan  
 11/2003 - Deliver draft DM Plan  
 05/2004 - Review, identify changes, and deliver revised DM Plan  
 06/2004 - Review, identify changes, and deliver revised CM Plan  
 07/2004 - SRR

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
------	--

WBS: 1.3	
----------	--

PERIOD OF PERFORMANCE: 9/1/03 – 8/31/04	
---	--